Ontario
Women's
Directorate

Women Crown
Employees
Office

Report 1982/83

The Status of Women Crown Employees

1982/83

NINTH ANNUAL REPORT
ON THE STATUS OF
WOMEN CROWN EMPLOYEES

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CHAPTER I

INTRODUCTION

The fiscal year 1982/83 has been one of continued improvement for women in the Ontario Government. In October 1982, the Inflation Restraint Act was introduced, limiting the compensation of public servants, and restricting the development of any new compensation initiatives. There were fears that these measures could have a negative impact on the progress of women, or, at best, that the status quo would be maintained. The figures for the full year show, however, that women have decreased the wage gap by a further 2.2%, the largest single decrease ever. Inflation Restraint measures did not take effect until part way through the 1982/83 fiscal year. There was a low income protection provision and a high earnings ceiling in the legislation, which should be helpful to women in view of their superior numbers in lower level salaries. The factors affecting average salary data are, however, so complex that it is difficult to determine the specific impact of control measures. Suffice it to say that in this jurisdiction we are encouraged that the wage gap continues to decrease.

Three years of numerical target-setting and timetables have now been collected and analyzed, and at time of writing, an increased focus on corporate objectives for the government's Affirmative Action Program is being developed for implementation in the 1984/85 fiscal year.

The climate of restraint with all its concommitant effects on human resources planning and management, continued to impinge upon the rate at which ministries could hire and promote women in under-represented areas. Our studies have shown, however, that the targetting concept provides an invaluable tool in assessing the possible, and determining where additional initiatives will be necessary if the corporate goals are to be achieved over the next 17 years. The Report on fiscal year 1983/84 will detail the conclusions of our analysis of the results of the quantified planning concept used since 1980, and the initiatives which will be undertaken to strengthen the achievement of results.

At time of writing, a further significant change has taken place. The Honorable Robert Welch, Deputy Premier of Ontario, was appointed Minister Responsible for Women's Issues on May 17, 1983. This was followed by the establishment of the Ontario Women's Directorate and the appointment of Glenna Carr as its Executive Director. The transfer of the Women Crown Employees Office and the Women's Bureau from the Ministry of Labour to the new Directorate then took place.

The impact of these changes on the Government's Affirmative Action Program will be reported in the 1983/84 Report, but coupled with the growing strength of the program and documented steady improvements in OPS women's status, the impact cannot but be positive.

CHAPTER 2

CORPORATE ACTIVITIES:

THE WOMEN CROWN EMPLOYEES OFFICE

The Women Crown Employees Office (W.C.E.O.) was established in April, 1974, to implement those recommendations of the 1973 Green Paper "Equal Opportunity for Women in Ontario: A Plan for Action" which related to improving the status of women employed in the Provincial Government.

During 1982/83, the W.C.E.O. had a staffing complement of seven: a director, three program development officers, a program assistant and two support staff. In addition, three women from ministries obtained career development experience at a corporate level through six-month placements with the Branch.

The major responsibilities of the Women Crown Employees Office are:

I. Program Development and Co-ordination
II. Research, Monitoring and Evaluation
III. Information and Education

related to the Affirmative Action Program. While the W.C.E.O. has been designated to carry out these functions, the Office works closely with the Civil Service Commission and its staff, and the Management Board Secretariat and its staff. These central agencies have primary responsibility for policies and programs which affect all employees.

This chapter will report on the activities of the W.C.E.O. and those other areas of Government which contributed toward the Affirmative Action Program during the 1982/83 fiscal year.

I. PROGRAM DEVELOPMENT AND CO-ORDINATION

A number of projects were undertaken relating to the planning and reporting of Affirmative Action initiatives and results across Government.

These include:

- detailed examination of hire/promotion target methodology in response to the 1981 Report of the Provincial Auditor, and review by the Standing Committee on Public Accounts. The results of the 1982/83 fiscal year are to be included in this project before final modifications to the methodology are completed. A secondary objective of this project is to computerize the hire/promotion target process service-wide, thereby eliminating the time-consuming manual calculation of targets by ministry staff. This project will be completed during 1983/84;

- review of the corporate goal of a minimum of 30% female representation in all modules and categories by the year 2000. This review was also in response to the Provincial Auditor's observations, and final conclusions rely upon the analysis of three full years of results. A response will be prepared in 1983/84;

- development of a planning mechanism for small ministries, where few if any targets are statistically possible. This is an interim measure pending the outcome of the study of the 30% goal and target methodology;

- the Affirmative Action Incentive Fund remained at $300,000 and was administered by the W.C.E.O. on a contingency basis, to cover planned accelerated career development initiatives in ministries where funds were not immediately available. The allocation process was modified to allow for extra support to small ministries.

- the examination and improvement of the data bases used by the W.C.E.O. This project involves improving existing computerized data, determining future needs and computerizing manual data collection and reporting as far as possible. The objectives include reducing human resource requirements on routine tasks in order to transfer them to more interesting and essential analytical work. It is also necessary to speed-up the time-frame on reporting so that program modifications are more immediately responsive to changes in the workplace (such as hiring freezes and reorganizations). Another aspect of this project is the provision of additional timely, comparative data to ministries on a corporate basis.

The Ministries continued to implement and report on the major elements of the Affirmative Action Program by setting annual numerical planning targets, and undertaking accelerated career development initiatives to develop, hire, and promote women into under-represented occupations.

The W.C.E.O. reviewed ministry plans which were then approved by Management Board of Cabinet. Ministries chose program priorities in order to maximize results, and continued to maintain the basic elements of the program as defined in the 1980 Affirmative Action Directive.

Management Board of Cabinet reviewed ministries' progress in achieving numerical targets twice during the fiscal year: at September 30, 1982, and March 31, 1983.

Corporate Issues

The W.C.E.O. followed up on the January 1982 Corporate Issues Report with the Civil Service Commission and Management Board Secretariat.

Some items which were also the subject of collective bargaining were concluded through the process of arbitration, and the benefits later extended to the management and excluded groups of employees.

The gains for women employees during the 1982/83 fiscal year included:

Paid Maternity Leave: 17 weeks' leave of absence with 93% of pay for eligible employees, plus an optional additional 6 months unpaid leave-of-absence.

VDT Operators: Eye examinations and rest breaks for operators of video display terminals, and the right to transfer (on request) to another job for pregnant VDT operators.

Sexual Harassment: The publication of a policy in the Ontario Manual of Administration, which reflects the new Human Rights legislation and provides a means of handling any such situations within the Government.

The WCEO also pursued other issues such as permanent part-time employment, the new classification system for clerical and office services workers (later stalled due to Inflation Restraint Act limitations), improved developmental opportunities for women aspiring to executive positions, sex stereotyping, and day care needs of OPS employees.

Administration Support Group

The technical work on this new classification system for clerical and office services jobs in the OPS was completed by the Civil Service Commission staff with input from the W.C.E.O. The Inflation Restraint Act precludes implementation of the plan at this time.

Experience '82

The W.C.E.O. again participated in the Ontario Youth Secretariat's Experience program, by providing summer employment for five students in various ministry Affirmative Action offices. These placements provided the students with direct experience in the Affirmative Action field through their projects relating to Affirmative Action research, education, publicity and program development.

In addition to their employment experience, the students were given additional special training; two two-day workshops were arranged for these Experience '82 students as well as any other students working in Affirmative Action offices. The first was held at the start of their employment, and provided an orientation to the Affirmative Action Program in the Ontario Public Service, structure of the Ontario Government and a broad range of issues relating to women in the workforce. Mid-summer, a career- and life-planning workshop was presented by two women from different ministries who had started their employment with the OPS in a previous year's Experience program.

II. RESEARCH, MONITORING AND EVALUATION

Data Packages

The W.C.E.O. provides a statistical information package to each Affirmative Action Program Manager twice yearly. The package includes data on hiring and promotion activity and occupational and salary distribution of men and women in the ministries and across the OPS.

Technical Assistance Packages

The M.B.R. and Targetting Technical Assistance Packages were revised and re-issued to assist Affirmative Action Program Managers in establishing numerical hire/promotion planning targets and other related affirmative action activities.

Preparation of the Eighth Annual Report

Further modifications were made to the format and content of this Report, such as the inclusion of graphic depictions to clarify or expand on statistical information, and additional detail regarding program components such as targets, accelerated career development initiatives, and competition monitoring.

The Annual Report, prepared by the W.C.E.O., is the result of a collective monitoring and evaluation effort on the part of all Affirmative Action Program Managers in the ministries and Crown agencies.

Analysis and Evaluation of Ministry Affirmative Action Plans

For the third year, all ministries were required to prepare detailed M.B.R. plans covering the following year's Affirmative Action program, incorporating the numerical planning targets concept. The W.C.E.O. reviewed these plans, recommending them for Management Board approval. Each plan was then integrated with other budget and program plans within the Ministry, and submitted to Management Board.

General Management Report

Ministries submitted mid-year and year-end reports to the W.C.E.O., reflecting their progress towards the planned numerical targets indicated in their M.B.R. plans. This corporate evaluation feature included reports on hire/promotion results and achievements in the area of accelerated career development initiatives, which were consolidated by the W.C.E.O. for submission with the General Management Report to Cabinet.

Staff Development Summary

For the first time an internal report was produced jointly by the Civil Service Commission and the W.C.E.O., summarizing staff development activity across the Service. The first report covered the years 1979/80 and 1980/81 and details such items as number of participants by ministry, course type, costs, occupation, and male/female breakdown. The first report had its limitations in terms of data validity, but the summary will be improved in subsequent years and will add to our knowledge of this critical aspect of women's preparation for advancement.

III. INFORMATION AND EDUCATION

The speaking engagements undertaken by the Women Crown Employees Office were mainly for internal government meetings, courses or seminars. The staff provided information about the Affirmative Action Program work carried out at the corporate level, as well as providing input to corporate training courses such as the Selection Process Program for Personnel Administrators and the Program Executive Seminar for senior managers in the OPS.

The Women Crown Employees Office also participated on the Affirmative Action Council Task Force which determined the location and content of special Affirmative Action Information Days delivered to staff in the regions. Further information is in the Chapter Three section entitled "Regional Delivery Task Force".

Several courses were also arranged by the W.C.E.O. for the development of Affirmative Action Program staff. These included classification training, strategic planning, and affirmative action program orientation for new staff in ministries.

CHAPTER 3

CORPORATE ACTIVITIES:

THE AFFIRMATIVE ACTION COUNCIL

The Ontario Government's Affirmative Action Council is an official body within the govenment composed of the Affirmative Action Program Managers of each Ministry and Crown agency of the Province of Ontario.

The Council works closely with the Women Crown Employees Office and the central agencies and so serves as a forum for discussion and planning. The Council provides a formal mechanism for two-way communication between the program managers and the Director of the Women Crown Employees Office and, through this position, to the central agencies and councils of the government of Ontario.

Through monthly meetings and a number of task forces, the program managers and their assistants are able to identify problem areas within their mandates, to recommend modifications to existing corporate policies and practices and to act as a sounding board for proposed solutions that might affect the status of women Crown employees.

The program managers elect an Executive Committee annually. During 1982/83 the executive was:

Terry Bisset, President, Ministry of Revenue
Helen Walker, Vice-president, Ministry of the Attorney General
Callie Bell, Ministry of Agriculture and Food
Elizabeth Ritchie, Ministry of Transportation and Communications
Ann Taylor, Minsitry of Government Services

TASK FORCES

The Affirmative Action Council Work Plan identified the major issues to be addressed in 1982/83. From this work plan, the Task Forces were identified and created. The following descriptions are an overview of the activities of the task forces during 1982/83. The Women Crown Employees Office was represented on each of the task forces and most ad hoc committees.

Task Force on Impact of New Technology

Purpose

To investigate the impact of microtechnology on employment opportunities in the Ontario Public Service.

Action

An educational package on the impact of new technology was prepared and distributed to Affirmative Action Program Managers.

Preliminary meetings were held to establish an ongoing liaison between Systems Council and the Affirmative Action Council executive.

Information was gathered on systems training in ministries.

A training package was prepared listing computer courses available through boards of education, community colleges and universities in Ontario.

Representation

Attorney General
Consumer and Commercial Relations (Chair)
Government Services
Health
Office of the Premier
Revenue
Treasury and Economics
Women Crown Employees Office

Public Relations Task Force

Purpose

To increase awareness of corporate Affirmative Action Program activities within the Ontario Public Service.

Action

Three noon-hour seminars were held at Queen's Park: "Sexual Harrassment", "Accelerated Career Development", and "Safety in the Streets".

All three seminars were publicized in Topical to ensure wider readership and employee participation. Follow-up summary articles appeared in Topical high-lighting seminar proceedings and related Ontario Public Service policies.

An employee interest survey was conducted to provide some basis for continuing to hold noon-hour seminars, including potential issues and topics for future seminars.

Representation

Agriculture and Food
Labour
Treasury and Economics (Chair)
Workers' Compensation Board
Women Crown Employees Office

Regional Delivery Task Force

Purpose

To provide information on the Affirmative Action Program and career development to women Crown employees throughout Ontario.

Action

One-day sessions, entitled, "Women in the Changing Workplace", were held in Cochrane, Thunder Bay, London, Brockville, Toronto Region (2) and Peterborough. There were 351 women participants from the various ministries in these regions. The workshop dealt with microtechnology in the workplace, skills identification, training/retraining and goal setting.

Interministerial committees continued to meet in Sault Ste Marie, Thunder Bay and Sudbury. Skills workshops were conducted with the assistance of regional Interministerial Affirmative Action committees: "The Automated Office and the Role of the Secretary" and "Computer Concepts" in Thunder Bay and "Career Planning" in Sudbury.

Representation

Attorney General
Community and Social Services (Co-chair)
Health
Municipal Affairs and Housing
Northern Affairs (liaison with Thunder Bay Interministerial Affirmative Action Committee)
Revenue
Solicitor General (Co-chair)
Transportation and Communications
Women Crown Employees Office

Small Ministries Task Force

Purpose

To respond to the special Affirmative Action Program planning and delivery needs of small ministries.

Action

Recommendations to resolve common concerns of small ministries regarding corporate affirmative action planning and reporting requirements were made to the Women Crown Employees Office.

Three noon-hour information sessions on corporate planning issues were held for senior women in the small ministries. These sessions were designed to promote and support networking among senior women.

A Career Planning Workshop was held for support staff. In addition, research was conducted on developing an assessment centre to identify women with potential in the small ministries.

Mechanisms to promote secondments and job rotations for women between and among the small ministries were developed.

Representation

Civil Service Commission (Chair)
Consumer and Commercial Relations
Energy
Government Services
Intergovernmental Affairs
Northern Affairs
Office of the Premier and Cabinet Office
Provincial Secretariat for Social Development
Women Crown Employees Office

Professional Development for Affirmative Action Program Managers - Ad Hoc Committee

Purpose

To respond to council's need to be aware of Affirmative Action issues in other jurisdictions.

Action

The "Looking Ahead 1982" conference provided Affirmative Action staff and guests with the opportunity to exchange information and discuss issues with women in the fields of education, women's services, arts and nursing.

Representation

Government Services (Chair)
Industry and Trade
Revenue
Women Crown Employees Office

Ad Hoc Committee on Outreach Recruitment

Purpose

To initiate activities that will publicize and promote careers in the Ontario Public Service to young women in high schools.

Action

The committee liaised with the Ontario Youth Secretariat to ensure it encourages young women to explore non-traditional careers in the Ontario Public Service.

The committee developed a list of OPS women speakers on non-traditional careers for schools to use.

The committee met with guidance consultants in various boards of education to advise them of non-traditional careers in the OPS, and encouraged them to emphasize these careers.

The committee explored and recommended Choices (Employment and Immigration Canada's dual file system, which allows users to retrieve information on occupations and educational and/or training institutions) as a computerized tool for career counselling.

The committee met with a consultant from Senior and Continuing Education, Ministry of Education, to determine how this committee could ensure that guidance counsellors encourage women to enter non-traditional careers.

Representation

Agriculture and Food (Chair)
Consumer and Commercial Relations
Environment
Intergovernmental Affairs
Natural Resources

Administration Support Group Standards Review Ad Hoc Committee

Purpose

To review the Civil Service Commission's Administrative Support Group Draft Classification Testing and Evaluation Package (Feb. 1982) covering jobs in the Clerical and Office Services categories, and to provide, if appropriate, recommendations and suggestions for the implementation of this package.

Action

The Ad Hoc Committee prepared a paper incorporating comments and recommendations on the Draft Classification Standards Testing and Evaluation Package, which was submitted to the Civil Service Commission as a joint response from the Women Crown Employees Office and the Affirmative Action Council.

Representation

Agriculture and Food
Attorney General
Correctional Services
Environment
Health
Industry and Trade
Intergovernmental Affairs
Labour
Revenue(Chair)
Transportation and Communications
Treasury and Economics
Women Crown Employees Office

CHAPTER 4

ANALYSIS OF SERVICE-WIDE STATISTICS

This chapter uses stock profile comparisons or snapshot views of salary and occupational distributions of men and women at the end of the fiscal year to show the status of men and women in the Ontario Public Service at that point in time. Although these tables have some limitations for program evaluation purposes (such as a lack of distinction between changes arising as a result of the operation of the Affirmative Action Program and changes arising as a result of other trends), they are still useful in comparing fluctuations over a five-year period.

As well as the stock profile comparisons, there are several tables and graphic representations of specific accomplishments, and reflections of the experience of ministries in several aspects of the Affirmative Action Program. For the most part, these tables and graphics are similar in format and content to those included in the 1981/82 Report, and continue the trend begun in the last two years to refine evaluation techniques and provide more sensitive indicators of the Program. Two slight variations in the information presented in graphic form will be noted:

1) The graphic reflecting Table 3 Average Salary Increases (page 27) has been printed in a different order than the information in Table 3 itself: the graphic shows the Ministries in order from the largest increase for women to the smallest.

2) Graphics expanding on Table 7 information regarding Accelerated Career Development Initiatives Met, now show an additional distribution: the A.C.D. Initiatives Met by Priority Area refers to the Priority Areas as listed in the Affirmative Action Program Directive, under "Choice of Priorities" on Page 4-55-1 of the Appendix to this Report.

The other Tables and Graphics introduced in the 1981/82 Report have been produced again this year, in format similar to that used in 1981/82, so comparisons over the two years (or more, in some cases) are possible; for example, new or changed tables carried on for 1981/82 are:
- Table 5 series showing "Well-Represented Groups" and "Groups Requiring Improvement"
- Graphic Table 10B showing Reasons Targets Were Not Met, as well as Table 10A, showing Distribution of Targets Met by Priority Area
- Table 11 Service-Wide Comparisons of Staff Training and Development
- Table 12 Service-Wide Summary of Resources Used for the O.P.S. Affirmative Action Program

As in the past, it should be noted that several nomenclatures are used in the tables for Government executives (e.g. Senior Payroll, Executive Compensation Plan) due to slight variations in the data bases used.

Significant Statistical Notes

1. Wage Gap decrease: As of March 31, 1983, O.P.S. salary data shows a further 2.2% decrease in the wage gap: as of that date, women's average salary was 75.8% of men's. See Table 3: Average Salary by Ministry and Sex.

2. Women have again improved their salary position at a better rate than men. Women are now clustered in the $17,000 - $19,000 range, an improvement from the $15,000 - $17,000 range the largest number occupied in 1981/82. See Table 2: Service-Wide Salary Distribution by Sex.

3. Number and percentage of women in the O.P.S. increased: the total number of employees increased by 0.4% (245 more); the number of women increased by 1.2% (332 women), while the number of men actually decreased (by 87, or 0.2%) between 1981/82 and 1982/83. Women now make up 41.8% of the O.P.S. See Tables 1, 2 and 4 (Totals).

4. Occupational Distribution improvements: Again in 1982/83, 9 out of the 10 under-represented modules and categories showed improvement in their female representation. The Administrative Module is now at 29.3%, which is almost at the 30% goal. (This is an important "feeder" group for development of Senior Executives.)

   Some areas have made only slow progress; Technical Module and Correctional Services, Law Enforcement Services and Technical Services Categories showed minor increases in female representation, while the number and percentage of women in Maintenance Services Category both showed minor decreases (the number of men in this category also decreased). See Table 4: Occupational Distribution by Sex.

5. Executive Compensation Plan progress: The total number of executives increased for the first time in several years; the number of women increased by 11 (25% over the 44 women in the E.C.P. in 1981/82), which makes up 27.5% of the total increase in E.C.P. employees. The increase in number of women in E.C.P. is also reflected in their representation, which was improved by a greater amount (1.2%) than in any year since 1979/80. See Table 8 series: Executive Compensation Plan.

6. Favourable results in Competition Statistics: The percentage of women hired in under-represented classes has again shown some improvement, either including or excluding the hires/promotions by waiver of competition. Women recorded a larger share of hires vs. applications, even though there was a decrease (of 18.7%) in the actual number of competitions. See Table 6 series: Hire/Promotion Progress and Men's and Women's Experience in Competitions.

7. Accelerated Career Development Initiatives exceeded: Overall, ministries achieved 39.2% (415) more than the original 1059 ACDs planned. The 1474 ACDs achieved in 1982/83 represents a 7.2% (99) increase over the 1375 achieved in 1981/82, and the percentage of O.P.S. women benefitting from these ACDs increased from 4.8% in

1981/82 to 5.1% in 1982/83. Women receiving ACDs will increase the pool of qualified women candidates available for future hiring opportunities. See Table 7 series: Accelerated Career Development Initiatives, and ACDs Met By Type and By Priority Area.

8. Numerical Hire/Promotion Planning Targets reduced: The original number of targets planned for 1982/83 as well as the numbers met, were lower than the planned and met numbers for 1981/82, but the actual number of targets met did exceed the number planned after mid-year analysis and revisions. The lower number of targets planned was a more realistic reflection of hiring constraints and the economic environment prior to the start of the fiscal year, and mid-year revisions took these conditions into consideration plus any other economic and/or hiring trends that were becoming evident as the year progressed. See Table 9: Numerical Planning Targets.

Statistical Tables : Descriptions and Highlights

Table 1 : Distribution of Classified Employees by Sex and Ministry

This table shows the distribution of classified employees, indicating each Ministry's total and female populations, and the percentage each is of the service-wide totals. The ranking is in descending order, according to the percentage of Ministry employees that are female.

As of March 31, 1983, there were 28,895 women employed in the Ontario Public Service, an increase of 332 women over the 1981/82 figure of 28,563. The total number of employees in the O.P.S. increased by 245, and the number of men actually decreased (by 87). Due to the large increase in the number of women and the decrease in the number of men, women's share of the total O.P.S. employment again increased by 0.3%, from 41.5% of total in 1981/82, to 41.8% in 1982/83. This continues a trend over the past several years, as can be seen in this table, which shows women's share of the total has risen almost 2% in just the last 5 years: from 39.9% in 1979 to the 41.8% for 1983.

Table 2 : Service-Wide Salary Distribution by Sex

This table shows the numbers and percentages of women and men in various salary ranges service-wide, with a more extensive breakdown for those earning over $32,000 for the last three years. Two columns which were added for the first time in 1981/82 have been included again for men and women, indicating the overall increase (or decrease, which is in brackets), expressed as a percent, in groups of salary ranges, based on Subtotals (grouping together of salary ranges).

As can be seen in the accompanying graphic illustration, (page 25), women are generally decreasing their numbers in the lower salary ranges and increasing their numbers in the middle and upper salary ranges, and at a somewhat better rate than men. This is again noticeable at the senior levels ($32,000 and up), where the number of women actually increased by 629, or

72.5% over the 868 women in those ranges in 1981/82. At the end of the 1982/83 year, 5.2 % of all O.P.S. women made over $32,000, while only 3% of the women were in these ranges at the end of 1981/82.

In the $23,000 to $31,999 ranges, the number of women again increased; in 1982/83, 18.0% (5,192) of women are in these ranges, compared to 11.2% (3,197) in 1981/82 (and 7.3% or 2,074 in 1980/81), for an increase in numbers of women of 62.4% (1,995) over the last year alone (and a 150.3% (3,118) increase over the last two years).

The largest number of women in any one salary range are in the $17,000 to $18,999 range in 1982/83 (8,120 or 28.1% of all women), compared to the 36.4% (10,385 women) who were in the range of $15,000 to $16,999 in 1981/82. This salary range also recorded the largest gain in number of women since 1981/82 : from 2,988 to 8,120 women, an increase of 5,132 women or 171.8%.

Using the same groupings of salary ranges as were used in 1981/82, the $15,000 to $22,999 ranges increased their female representation considerably; 60% (17,128 women) were in these ranges in 1981/82, compared to the 78.8% (22,755 women) in the same ranges by the end of 1982/83.

Another continuation of a trend noticed in 1981/82 can be seen: the three most populous groups of women are now those earning from $15,000 to $20,999, whereas in 1981/82, the three most populous were those from $13,000 to $18,999, and in 1980/81, from $11,000 to $16,999. (Each year, the three most populous groups of women have been consecutive groups, showing women moving up in earnings achieved.) For the third year that this type of analysis has been done, it can be seen that, again, the three most populous groups of men are not consecutive salary ranges, preventing a similar comparison. An item of interest, however, is that the range containing the largest number of men is a higher range in 1982/83 than it was in either of the past two years; this year it was the $23,000 - $24,999 range with 14.9% of male O.P.S. employees, compared to the $19,000 - $20,999 range with 16.9% of men in 1981/82 and 14.7% in 1980/81.

Table 3 : Average Salary by Ministry and Sex

Average salaries for both males and females, for each Ministry, are shown in this table, and ranked in ascending order according to the percentage that women's average salary is of men's average salary. The accompanying graphic illustration shows the percentage increase in women's and men's average salaries, ranked in ascending order according to the size of increase in the women's average salary in each ministry.

The wage gap has again shown a marked decrease over the past year, so that women now earn 75.8% of what men earn. The 2.2% decrease in the past year continues the improvement noted in 1981/82, for an overall decrease in the wage gap of 3.8% since 1980/81. In the past year, women's average salary increased by $2,419, or 13.4%, while men's average salary increased by $2,500, or 10.2%; these changes can be seen as the last entries on the graphic illustration.

There has been an improvement in women's average salary expressed as a percent of men's in all ministries for which comparable 1981/82 figures are available (except Senior Payroll, which has only been reported as a separate "ministry" for the last three years). In addition, it can be seen in the accompanying graphic illustration, that in all ministries for which there is comparable detail in 1981/82, women's average salary increased by a greater percentage than the men's average salary.

Table 4 : Occupational Distribution by Sex

Table 4 shows the distribution of male and female employees by sex within the occupational modules and categories.

As of the end of 1982/83, the ten modules and categories that were under-represented in 1981/82 remain under-represented; however, it should be noted that women's representation has increased in nine of the ten. The most significant of these increases were in: the Administrative Module (2.0%), the Administrative Services Category (1.8%), the Operational Module (1.0%) and the Executive Compensation Plan (0.9%). The Administrative Module is now only 0.7% away from the 30% goal, and the Administrative Services Category is just 2.8% away from 30%.

Women increased their numbers in more modules and categories and at a greater rate than men. As can be seen on the graphic illustration accompanying Table 4, the number of women increased significantly in the Executive Compensation Plan (18.6%, or 8 more women), in the Technical Module (13.3% or 4 more women), in the Administrative Module (11.9% or 160 more women), and in the Administrative Services Category (11.1% or 156 more women). In all of these examples, the numbers of men also increased, but by a lesser amount.

Women also decreased their numbers in fewer modules and categories and at a lesser rate than men. In the Maintenance Services Category, women experienced their largest decrease (99% or 24 fewer women), although the number of men also decreased (by 2.3%, or 139 men.) In under-represented modules or categories, because the numbers of women are smaller, a small reduction in the numbers may appear to be quite large when expressed as a percent (as in this example).

The total number of employees in the Ontario Public Service has increased by 245 (0.4%), a change which occurred because the number of women increased by 332 (1.2%) while the number of men decreased by 87 (0.2%).

It appears that the technical areas have improved more this year than in the past, and the administrative areas are approaching the 30% goal. The corporate goal "to achieve a minimum of 30% representation by women in all modules and categories by the year 2000" is still undergoing review (and refinement as to the methods being used) in the light of more complete data now available, and trends becoming visible for under-represented areas.

Table 5A : Occupational Groups In Which Women Are Well-Represented
5B : Occupational Groups In Which Women's Representation Requires Improvement
5C : Summary Of Service-Wide Modules/Categories Content and Ministry Representation By Module/Category

Table 5 is a two-part listing, plus a summary, of all occupational groups in the Ontario Public Service. The groups are listed in order, by Module and Category, with the numbers of males and females in the groups as of

March 31, 1983, and women's percentage representation in them, both at that time and for the four previous years. It should be noted that the status of any group on a service-wide basis may not be the same as in the various ministries; a group which is under-represented service-wide may be integrated in an individual ministry or vice versa. This is the second year that this table has been presented in this format.

Table 5A contains Integrated Groups, in which women comprise between 30% and 70% of the group (presented in the regular print style), and Over-represented Groups, in which women comprise more that 70% of that group, including Female Segregated Groups, which are 100% female. (Over-represented Groups are presented in a script style of print on Table 5A.)

Table 5B contains Under-represented Groups, in which women comprise less than 30% representation (presented in the regular print style), including Male Segregated Groups, where men make up 100% of the group (presented in the script style of print). These groups are the prime focus of the government's Affirmative Action Program, as they are the types of groups in which the female representation will need to be increased in order to meet the goal of 30% representation for all modules and categories.

Changes over the year from March 31, 1982 to March 31, 1983 were mainly positive. Five groups which were under-represented in 1981/82 became integrated by year-end 1982/83; two "new" groups in 1982/83 (one is an "underfill" group in Clerical Module, and contains only 2 people, 1 male, 1 female; the other is a result of conversion within the Professional Module of Social Work Supervisors to Social Work, mainly a change in titles, not actually people changing jobs) have been added to the list of Integrated Groups (Table 5A).

There were no groups added to the list of under-represented groups (Table 5B); those that were male segregated in 1981/82 are again male segregated in 1982/83.

Table 5C, appearing here for the second year, presents a service-wide consolidation of ministry occupational composition within each Module and Category for 1981/82 as well as 1982/83. The first two columns of figures indicate the number of groups in the module/category across the OPS, then the number of classes contained in those groups. The remaining six columns show, for each year, how many ministries have employees in each of the modules and categories, and whether it is well-represented by women (i.e. more than 30% female representation) or requires improvement in women's representation (i.e. below 30% female at present). "Well-represented" and "Require Improvement" are the corresponding titles used on Tables 5A and 5B.

One obvious difference between the 1981/82 and 1982/83 data is the increase in the number of ministries reporting staff in almost all modules and categories. The main reason for this was the formation of three different ministries from the reorganization of two which had previously been listed: the Ministries of Culture and Recreation and Industry and Tourism were re-organized and the Ministries of Citizenship and Culture, Industry and Trade, and Tourism and Recreation were formed at the end of the 1981/82 fiscal year.

Because of the change in number of ministries reporting staff in the modules/categories, it is not possible, in many cases, to compare the two years' data. However, at least one module shows a positive change: in five ministries, the Administrative Module is no longer under-represented.

Table 6A : Service-Wide Hire/Promotion Progress Report In Under Represented Classes: Comparison Of 1982/83 And 1981/82 Competitions

6B : Some Comparisons Of Men's And Women's Experience In Competitions In Under-Represented Classes In 1982/83

Table 6A lists, by Module and by Category, the number of men and women hired into classes with less than 30% women, and the percentage of these total hires that were women. It also indicates the numbers of males and females who applied for these positions, and the percentage of applicants who were women. The numbers hired indicated on this table include waivers of competition (for Management classes) - and surplus placements (for Bargaining Unit classes).

The numbers and the calculations in this table are summarized from the information recorded in the table in each Ministry chapter of this report. An exception is the data for the Executive Compensation Plan, which was provided by the Office of Senior Appointments and Compensation of the Civil Service Commission, and which includes placements in some Agencies, Boards and Commissions of the Provincial Government.

In 1982/83, women accounted for 17.4% of all hires (including waivers and surplus placements) in these classes, and 14.7% of all applicants, whereas in 1981/82, women represented 16.3% of the total hires and 15.0% of the applicants. This reflects a 0.3% decrease in their share of the applicants, but a 1.1% increase in their share of the hires in under-represented classes, following a trend which was reflected in the corresponding tables last year. As was seen last year (comparing 1981/82 to 1980/81), the numbers of under-represented classes in which vacancies are actually filled are also fewer in number this year (2554 compared to 3140 in 1981/82, a decrease of 586 or 18.7%).

The information included on Table 6B is further detail relating to 1982/83 competitions in under-represented classes by Module and Category, as summarized from the tables in the Ministry chapters, plus similar information for the Executive Compensation Plan as stated above.

The detail recorded in the first five columns of this table is derived from the data on Table 6A, excluding Waivers of Competition and Surplus placements (as per Article 24 of the Collective Agreement). This additional data, relating to males and females hired through the regular competition process, was presented in this format for the first time last year. (Therefore, this second year of data provides the first opportunity for comparisons and/or indications of trends.)

The table presents a summary of ministries' experience in the competition process for the year 1982/83, for those hires/promotions which took place through the regular competition process : numbers hired and applied (as described above), numbers of applicants assessed as qualified, numbers of applicants who were interviewed, and a column in each case showing the percentage that females were of the total. The next two columns show the percentages of male and female applicants who were considered qualified, and the last two columns show percentages of qualified males and females who were interviewed.

In the competition process, women again exceeded their percentage proportion of qualified applicants (12.3%) and interviews (16.3%) by filling 16.6% of all competitions in under-represented classes. Again in 1982/83, a smaller percentage of women (32.6%) than men (40.%) who applied for these vacancies were considered qualified, although women's experience at the interview stage indicate women fared better than men : 67.2% of qualified women, compared to 48.5% of qualified men were interviewed. In five modules/categories, it is of interest to note that all of the qualified women were interviewed, and in two of these, some women who were not totally qualified were interviewed (This only happened in one category for the men.); these could result in hirings/promotions at an "underfill" level, for either women or men.

The graphic illustrations which follow Table 6A and 6B reflect the information on the tables, based on totals in each case.

Table 7A : Accelerated Career Development (ACD) Initiatives
7B : Distribution Of Accelerated Career Development Initiatives Met By Type
7C : Distribution Of Accelerated Career Development Initiatives Met By Priority Area

Accelerated Career Development refers to direct career development activities aimed at increasing the pool of qualified women for under-represented areas within the Ontario Public Service by such means as : on-the-job training, acting placements, job rotations, secondments and sponsorship of special staff development programs.

The centrally monitored Affirmative Action Incentive Fund (A.A.I.F.), established by Management Board and administered through the Women Crown Employees Office, was available to ministries again in 1982/83. The purpose of the Fund is to encourage achievement of the Program's objectives by assisting managers to provide accelerated career development for women when additional funds are needed. (See Appendix, Page 4-50-3.)

Table 7A displays, by Ministry, for the 1982/83 year: the number of female employees, the number of planned and met ACD initiatives, and the percentage of women that number represents; then, 1981/82 figures are displayed for the number of initiatives met and percentage of ministry women that number represents.

As indicated on Table 7A, the ministries of the OPS met far more ACDs than were originally planned (415, or 39.2% more were met than the 1059 that were planned), although the number met through usage of the A.A.I.F. were fewer. It is also noteworthy that the number of ACDs met reflects this type of assistance being provided for 5.1% of women in the O.P.S. in 1982/83, compared to 4.8% of O.P.S women in 1981/82.

Table 7B displays the total number of accelerated career development initiatives carried out in 1982/83 in a graphic form of presentation, based on the types of initiatives listed in the first paragraph, above.

Table 7C displays these same initiatives carried out in 1982/83, also in the graphic format, based on the Priority Areas (see Appendix, Page 4-55-1). 1982/83 is the first year the information has been gathered in this fashion.

Table 8A : Executive Compensation Plan By Level And Sex
8B : Distribution Of Employees in Executive Compensation Plan By Sex
8C : Executive Compensation Plan Competition Summary

During 1980/81, the Executive Compensation Plan was developed, replacing the old Senior Compensation Plan and Program Executive Series. Full conversion the the new plan has not been completed. Deputy Ministers are not part of this new Executive Compensation Plan, so their numbers have been added.

The figures reported in Tables 8A, B and C were compiled by the Office of Senior Appointments and Compensation of the Civil Service Commission, and include Ministries, Agencies, Boards and Commissions.

Table 8A shows the number of executive employees by sex and class level, and indicates women's representation at each level of the Executive Compensation Plan (E.C.P.) plus Deputy Ministers.

Table 8B shows a summary for the last seven years, of the employees in the Executive Compensation Plan (plus Deputy Ministers), indicating totals for each year, as well as number of males, and number and percentage of females. A graphic illustration of Table 8B information is included on the page following Tables 8A, 8B and 8C.

Although the percentage that women make up of each level is slightly lower this year for four of the levels, the number of women at six of the seven levels has stayed the same or increased, and two levels showed significant increases: there are 7 more women at the E.C.P. 3 level, and 5 more women at the E.C.P. 1 level than in 1981/82.

In 1982/83, the total number of employees in the E.C.P. increased for the first time in several years, adding 40 executives to the total; women accounted for 27.5% of this increase. Again in 1982/83, women's share of executive positions has improved, so that women now make up 8.1% of the E.C.P. compared to 6.9% in 1981/82. The number of women increased by 11 or 25% over the 44 women executives recorded in this table in 1981/82.

Table 8C shows a comparison of men's and women's experience in the competition process over the last three years, indicating both absolute numbers and women's percentage proportion of the total number.

Women's share of the total vacancies filled by competition was higher than either their share of total applicants or total interviews. Although women's representation at the various stages of the competition process is lower than in 1981/82, it is still generally better than it was two years ago (i.e. women's percentage share of total applicants, interviews and vacancies filled is higher in 1982/83 than it was in 1980/81).

Table 9 : Numerical Planning Targets

This table, appearing in this report for the third year, was instituted in the 1980/81 report. To facilitate meeting the corporate goal of raising the level and diversifing the occupational distribution of women in the O.P.S., ministries were to identify numerical planning hire/promotion targets for under-represented classifications within selected priority areas. These numerical planning targets were calculated by multiplying the number of projected vacancies by the availability rate of qualified women for the jobs.

The table lists, by ministry and service-wide, the number of targets identified in the planning process, and the results achieved by the ministries at year-end, measured by the actual number of targets met. The number of targets met at year-end is then shown as a percentage of the original number planned and, in cases where the planned number was revised at mid-year, as a percentage of that revised number. The table then indicates comparative numbers of targets planned and met from the 1981/82 year.

The number of targets planned corporately for the 1982/83 fiscal year was 263, which is 64 or 19.6% fewer than the 327 planned for the fiscal 1981/82 year. At mid-year, ministries may revise their original number of targets, based on the number of vacancies which actually arise and the number of qualified females to date. In 1982/83, 11 ministries revised their planned targets, reducing the total planned number by 37 or 14.1%. (In 1981/82, the mid-year reduction was 53 targets, or 16.2%.) At year-end, the 248 targets met represented 109.7% of the revised planned number. These 22 targets met in excess of the revised planning figure is an improvement over the 1981/82 experience of meeting 10 targets fewer than the revised planned number.

As well, several ministries that were statistically unable to set more than one target (due to estimated low turnover and/or availability of qualified women at the planning stage) were able to achieve 18 hires/promotions within their priority areas.

The targetting process as a planning tool and the goal of 30% representation has been under review, for modifications appropriate to the socio-economic climate, and, based on the last three years experience, changes to this aspect of the program are currently being introduced. Some of these may become evident with the publication of next year's report.

Table 10A : Percentage Distribution of Numerical Planning Targets Met By Choice Of Priorities For 1982/83
10B : Numerical Planning Targets For Hires/Promotions For Women: Reasons That Total Number Of Priority Targets Were Not Met

Table 10A (graphic) indicates the distribution of numerical planning targets met by the ministries for 1982/83 by each priority area (see Appendix, Page 4-55-1), expressed as a percentage of the total targets met.

Of the targets met, 73.4% (compared to 76.1% in 1981/82) were met in priority areas to diversify the occupational distribution of women in the Ontario Public Service : 42.7% in the Professional Specialties (37.1% in 1981/82); 23.4% in the Skilled and Semi-Skilled Trades and Services (34.1% in 1981/82); and 7.3% in Technical Specialist positions (4.9% in 1981/82). The remaining 26.6% were met in areas to raise the level of women in the O.P.S. : 15.3% in Middle Management (15.9% in 1981/82) and 11.3% in Entry-Level Management (15.9% in 1981/82) positions.

Table 10B (graphic) illustrates the reasons that the total number of priority targets were not met in 1982/83. (Ministries may have met more targets than they originally planned at one class level, but failed to meet a target at a different class level.) The total number of targets not met was actually greater than the difference between the number planned and the number met. (248 met - 226 planned revised = 22 not met; there were actually 64 targets not met in a total of 14 ministries.)

Of the total number not met, equal numbers (35.9%) were due to lack of hiring opportunities and lack of qualified female applicants for vacancies that did arise. The comparable percentages in 1981/82 were 36% and 33% for these same reasons. In 26.6% of the instances (18% in 1981/82), the women applying for targetted positions were not the best qualified candidate(s); miscellaneous factors made up the remaining 1.6% (13% in 1981/82) of reasons displayed in this graphic.

Table 11 : Staff Training And Development: Service-Wide Comparisons

This table displays information submitted by ministries regarding staff training and development activity carried out during 1981/82 and 1982/83, including the numbers of males and females attending the various types of courses and total costs by sex (based on Ministry-prepared Staff Development Report on form CSC 289). Calculations have been prepared, showing for each year: the female percentage of total participants, female percentage of total costs, the average cost per male and female participant, and the percentage increase or decrease from the previous year.

Between 1981/82 and 1982/83, increases were seen in the number of women taking courses, the dollars spent on women overall, and in the average amount spent per woman; men experienced an increase in number of participants, but decreases in dollars spent and cost per male participant.

Table 12 : Service-Wide Summary Of Resources Used For Affirmative Action In The Ontario Public Service For 1982/83

This table displays several types of resources used in carrying out the service-wide Affirmative Action Program in 1982/83. The data on Direct Resources (monies allocated specifically for Affirmative Action in Ministries' budgets) and Indirect Resources (funding provided by other ministry program areas from their budget allocations; for example, a ministry's Information Branch prepared a pamphlet/report for the A.A. Program office in that Ministry) are summarized from the Ministry chapters of this report.

Fifty-two accelerated career development initiatives were carried out as a result of the Affirmative Action Incentive Fund, as indicated on Table 7A.

The Staff Resources (i.e. people working in Affirmative Action Program positions) include one full-time or part-time Program Manager for each ministry, although one full-time Program Manager is responsible for two ministries. Appropriate levels of staffing are determined according to a number of factors, such as occupational distribution and degree of regionalization of the ministries.

Resources spent for the Affirmative Action Program are slightly higher in 1982/83 (compared to 1981/82), and the ratio of dollars spent per female in the O.P.S. is also slightly higher this year.

TABLE 1

DISTRIBUTION OF CLASSIFIED EMPLOYEES BY SEX AND MINISTRY

(Ranked by Percentage of Women in Ministry)

March 31, 1983

MINISTRY	TOTAL		FEMALE		WOMEN AS A % OF MINISTRY TOTAL				
	#	% of Total	#	% of Total	1983	1982	1981	1980	1979
Miscellaneous[1]	135	.2	103	.4	76.3	74.8	75.6	65.6	66.3
Intergovernmental Affairs	54	.1	38	.1	70.4	75.0	52.8	49.7	48.8
Attorney General	3,215	4.7	2,217	7.7	69.0	68.4	67.7	66.7	65.5
Health	10,900	15.8	7,038	24.4	64.6	64.5	64.2	63.8	62.7
Consumer & Commercial Relations	1,708	2.5	1,066	3.7	62.4	62.8	62.3	61.6	60.9
Community & Social Services	10,409	15.1	6,431	22.3	61.8	61.3	60.8	60.5	59.2
Management Board (Incl. Civil Serv. Com.)	230	.3	132	.5	57.4	58.1	57.4	50.0	47.5
Education/Colleges & Universities	2,012	2.9	1,144	4.0	56.9	56.7	56.0	54.9[2]	*
Municipal Affairs & Housing	1,151	1.7	613	2.1	53.3	53.0	54.5	52.9	51.1
Treasury & Economics	361	.5	189	.7	52.4	50.1	50.3	47.7	47.7
Northern Affairs	150	.2	76	.3	50.7	49.3	48.0	45.9	47.4
Energy	170	.2	83	.3	48.8	50.0	44.8	45.1	44.2
Citizenship & Culture	555	.8	269	.9	48.5[3]	*	*	*	*
Labour	1,425	2.1	665	2.3	46.7	45.8	45.1	44.5	42.5
Tourism & Recreation (Incl. Ont. Place Corp.)	541	.8	226	.8	41.8[3]	*	*	*	*
Industry & Trade (Incl. Ont. Dev. Corp.)	522	.8	215	.7	41.2[3]	*	*	*	*
Revenue	3,843	5.6	1,569	5.4	40.8	39.9	38.2	38.6	37.7
Agriculture & Food	1,468	2.1	520	1.8	35.4	35.7	35.6	34.0	33.6
Government Services	2,807	4.1	928	3.2	33.1	32.5	31.0	30.0	29.3
Correctional Services	4,926	7.1	1,301	4.5	26.4	25.5	25.0	23.9	22.9
Natural Resources	4,187	6.1	961	3.3	23.0	22.7	22.3	22.4	21.9
Environment	2,079	3.0	451	1.6	21.7	20.9	20.6	19.1	18.9
Transportation & Communications	9,736	14.1	1,725	6.0	17.7	17.9	17.3	16.6	15.9
Solicitor General	5,891	8.5	884	3.1	15.0	15.4	15.2	14.6	14.4
Senior Payroll (EDS)	624	.9	51	.2	8.2	7.3	6.4	5.6	4.3
SERVICE WIDE	69,099	100.	28,895	100.	41.8	41.5	41.2	40.8	[4] 39.9

1. Miscellaneous includes: Justice, Resources and Social Policy Secretariats, Cabinet Office, Office of the Premier, Lt. Governor's Office and Niagara Escarpment.
2. No previous data, as Ministry of Education was separate from Ministry of Colleges and Universities.
3. Early in the fiscal year 1982/83, the Ministries of Culture & Recreation and Industry & Tourism were re-aligned to form three ministries: Citizenship & Culture, Industry & Trade and Tourism & Recreation.
4. Senior Executive Category is included on Tables 1 and 2, excluded on Table 4.

* Information not available.

TABLE 2

SERVICE - WIDE SALARY DISTRIBUTION BY SEX

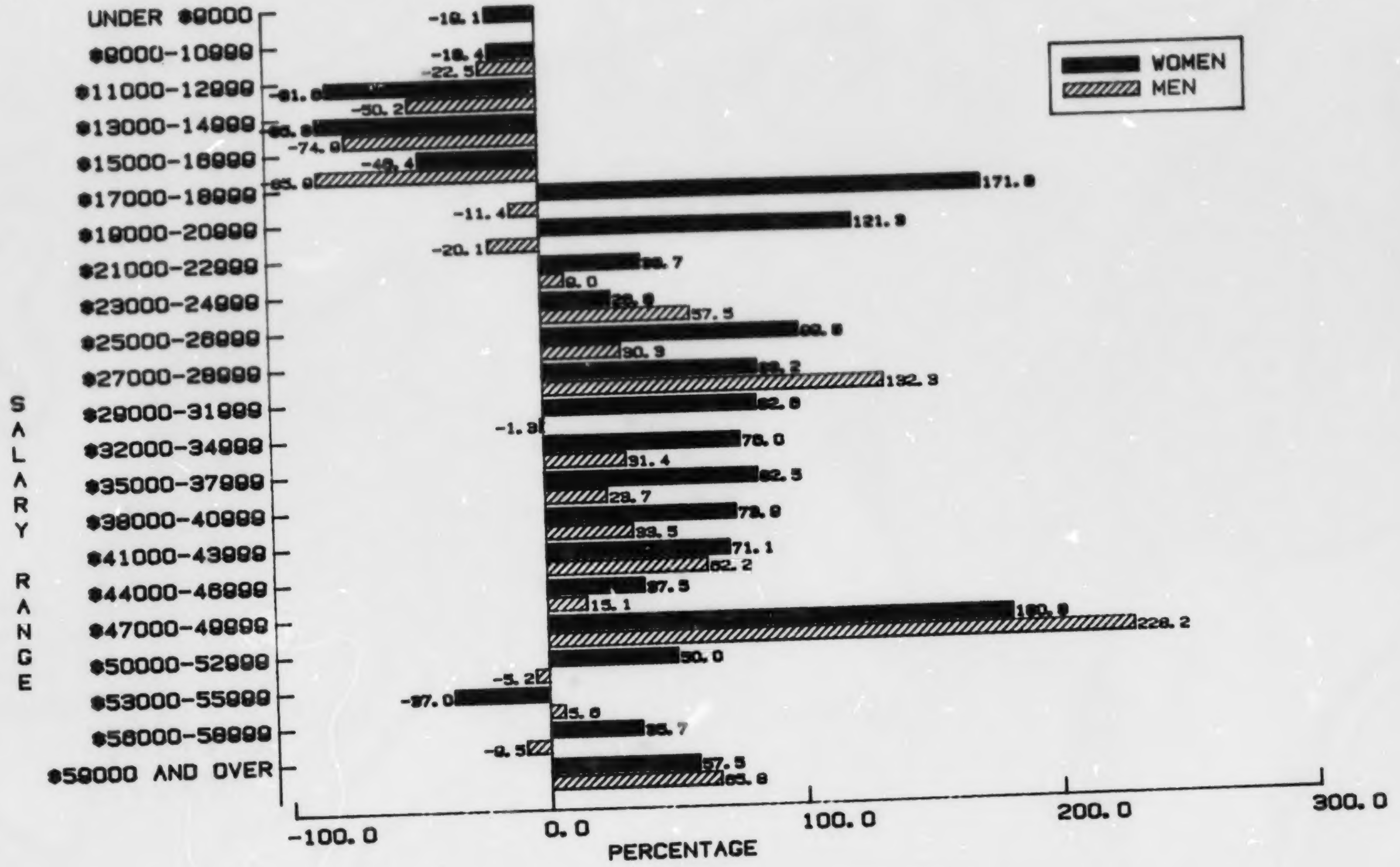
March 31, 1983

SALARY RANGE	MEN			WOMEN			WOMEN AS A % OF TOTAL EMPLOYEES IN RANGE				
	#	%	%+(-) DIFF FROM 1982 (#S)	#	%	%+(-) DIFF FROM 1982 (#S)	1983	1982	1981	1980	1979
Under $ 9,000	6	0.0		38	0.1		86.4	88.7	88.5	56.5	78.6
$ 9,000 - $10,999	55	0.1		168	0.6		75.3	74.4	80.2	85.4	86.4
$11,000 - $12,999	119	0.3		164	0.6		58.0	78.8	87.3	73.4	61.7
SUB-TOTAL	180	0.4	(43.0)	370	1.3	(67.6)	67.3	78.3	86.6	75.9	70.9
$13,000 - $14,999	227	0.6		883	3.1		79.5	87.3	73.5	49.1	33.3
$15,000 - $16,999	819	2.0		5,568	19.3		87.2	64.2	50.5	22.7	22.1
SUB-TOTAL	1,046	2.6	(84.4)	6,451	22.3	(61.2)	86.0	71.2	62.9	38.7	27.7
$17,000 - $18,999	3,496	8.7		8,120	28.1		69.9	43.1	26.8	27.3	28.9
$19,000 - $20,999	5,433	13.5		5,512	19.1		50.4	26.8	22.1	30.8	13.7
$21,000 - $22,999	3,357	8.3		1,753	6.1		34.3	29.1	24.5	15.3	16.2
$23,000 - $24,999	5,991	14.9		1,802	6.2		23.1	27.2	15.9	16.5	12.7
SUB-TOTAL	18,277	45.5	3.7	17,187	59.5	110.5	48.5	31.7	22.5	22.8	19.0
$25,000 - $26,999	3,220	8.0		1,678	5.8		34.3	25.4	16.7	15.7	13.3
$27,000 - $28,999	3,269	8.1		885	3.1		21.3	25.6	15.8	13.7	9.2
SUB-TOTAL	6,489	16.1	67.3	2,563	8.9	93.7	28.3	25.4	16.3	14.8	11.2
$29,000 - $31,999	4,739	11.8		827	2.9		14.9	8.6	13.1	10.7	8.4
SUB-TOTAL	4,739	11.8	(1.3)	827	2.9	82.6	14.9	8.6	13.1	10.7	8.4
$32,000 - $34,999	2,903	7.2		549	1.9		15.9	12.4	11.3	*	*
$35,000 - $37,999	1,906	4.7		345	1.2		15.3	10.9	9.9	*	*
$38,000 - $40,999	1,358	3.4		207	0.7		13.2	10.5	8.9	*	*
$41,000 - $43,999	1,114	2.8		142	0.5		11.3	10.8	10.6	*	*
$44,000 - $46,999	626	1.6		55	0.2		8.1	6.8	13.1	*	*
$47,000 - $49,999	617	1.5		73	0.3		10.6	12.1	8.9	*	*
$50,000 - $52,999	217	0.5		27	0.1		11.1	7.3	9.7	*	*
$53,000 - $55,999	209	0.5		17	0.1		7.5	12.0	6.0	*	*
$56,000 - $58,999	67	0.2		19	0.1		22.1	15.9	2.3	*	*
$59,000 and over	456	1.1		63	0.2		12.1	12.7	9.3	*	*
SUB-TOTAL	9,473	23.6	36.0	1,497	5.2	72.5	13.6	11.1	10.3	8.6	8.7
SERVICE-WIDE TOTAL	40,204	100.	(.2)	28,895	100.	1.2	41.8	41.5	41.2	40.8[1]	39.9

* Prior to 1980/81, information was not collected according to these ranges.

1. Senior Executive Category is included on Tables 1 and 2, excluded on Table 4.

SERVICE-WIDE SALARY DISTRIBUTION BY SEX*
PERCENTAGE CHANGE IN THE NUMBER OF WOMEN AND MEN
AT MARCH 1983 COMPARED TO MARCH 1982 BY SALARY RANGE



*RE: TABLE 2

TABLE 3

AVERAGE SALARY BY MINISTRY AND SEX

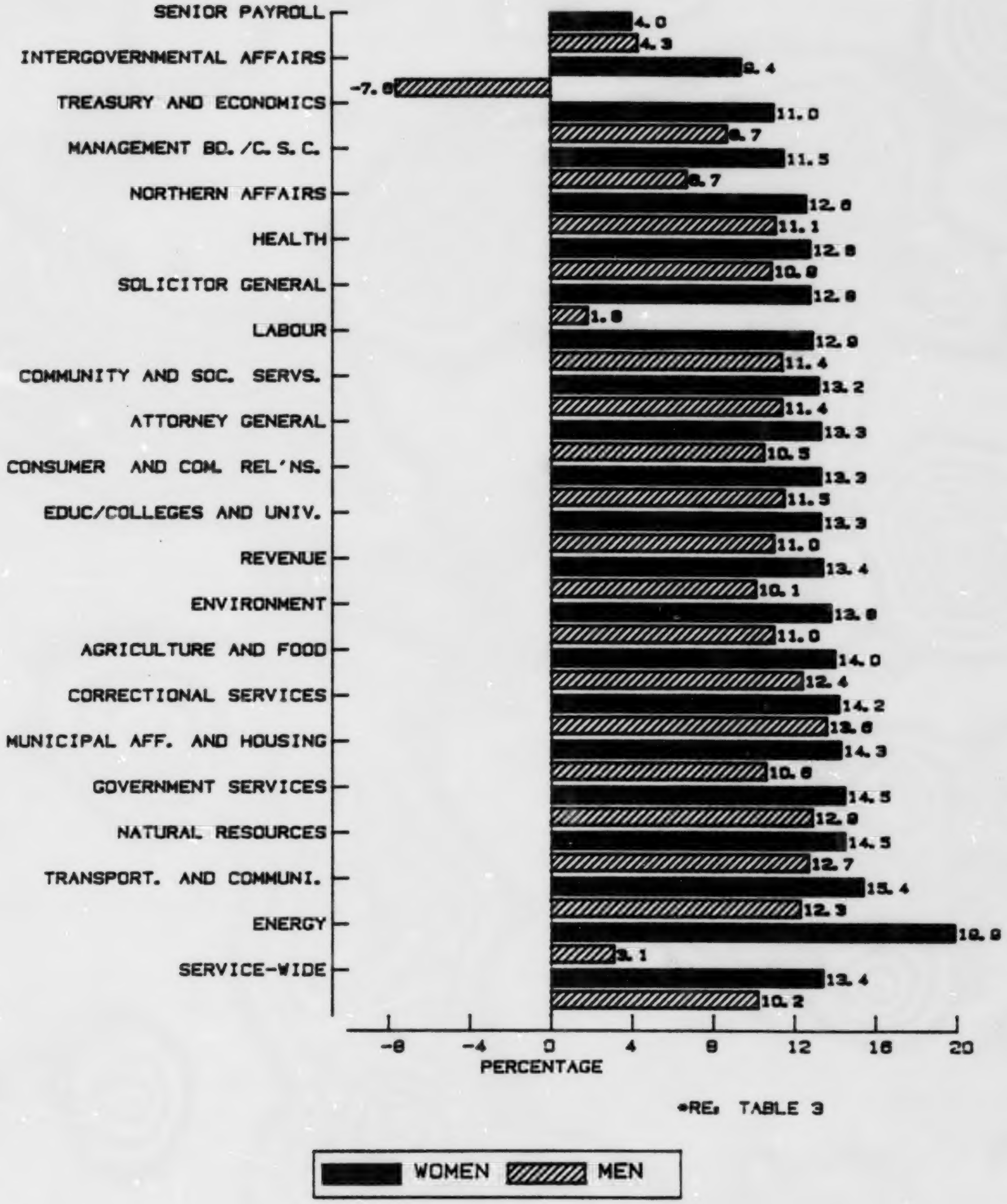
(Ranked by Women's Salary as a % of Men's)
March 31, 1983

MINISTRY	AVERAGE SALARY		WOMEN'S AVERAGE SALARY AS % OF MEN'S AVERAGE SALARY				
	MEN	WOMEN	1983	1982	1981	1980	1979
Energy	$38,692	$21,805	56.4	48.5	47.8	43.7	43.4
Industry & Trade (Incl. Ont. Dev. Corp.)	37,440	21,664	57.9[1]	*	*	*	*
Northern Affairs	34,826	21,233	61.0	60.2	56.3	51.8	51.3
Attorney General	32,192	20,497	63.7	62.1	57.7	57.1	56.4
Education/Colleges & Universities	33,177	21,316	64.2	62.9	60.3	58.6[2]	*
Solicitor General	29,510	19,212	65.1	58.8	62.5	60.6	60.3
Municipal Affairs & Housing	33,981	22,512	66.2	64.1	61.8	60.5	60.8
Revenue	28,475	19,088	67.0	65.0	64.3	60.2	62.0
Consumer & Comm. Relations	28,081	18,931	67.4	66.3	63.6	61.9	61.0
Natural Resources	27,696	19,019	68.7	67.6	64.0	64.3	62.0
Management Board (Incl. Civil Serv. Comm.)	38,624	26,580	68.8	65.8	65.8	60.5	58.0
Treasury & Economics	35,718	24,805	69.4	68.0	66.6	61.6	62.3
Labour	31,282	21,771	69.6	68.7	66.6	64.6	61.2
Environment	28,531	20,208	70.8	69.1	64.7	64.5	62.2
Agriculture & Food	28,890	20,496	70.9	70.0	67.5	66.3	64.7
Government Services	25,568	19,534	76.4	75.3	69.8	70.6	69.1
Intergovernmental Affairs	34,657	26,617	76.8	64.9	66.6	63.0	61.4
Transportation & Comm.	24,364	18,988	77.9	75.8	70.2	71.8	70.2
Tourism & Recreation (Incl. Ont. Place Corp.)	27,720	21,834	78.8[1]	*	*	*	*
Citizenship & Culture	28,575	23,014	80.5[1]	*	*	*	*
Community & Social Servs.	23,876	20,598	86.3	84.9	84.5	83.8	84.0
Health	23,365	20,197	86.4	85.0	83.2	81.5	80.4
Correctional Services	25,094	21,795	86.9	86.4	83.6	83.9	84.2
Senior Payroll (EDS)[3]	50,203	49,247	98.1	98.4	92.8	*	*
SERVICE-WIDE	$26,955	$20,422	75.8	73.6	72.0	72.1	71.4

1. Early in the fiscal year 1982/83, the Ministries of Culture & Recreation and Industry & Tourism were re-aligned to form three ministries: Citizenship & Culture, Industry & Trade and Tourism & Recreation.
2. No previous data, as Ministry of Education was separate from Ministry of Colleges & Universities.
3. A separate Senior Payroll (EDS) Module was added to this table in 1980/81; therefore, an anomaly exists between Service-Wide average annual salary figures prior to 1980/81 compared to those figures for the last three years.

* Information not available.

AVERAGE SALARY BY MINISTRY AND SEX*
PERCENT INCREASE/DECREASE BETWEEN
MARCH 1982 AND MARCH 1983



*RE: TABLE 3

TABLE 4

OCCUPATIONAL DISTRIBUTION BY SEX
MARCH 31, 1983

OCCUPATIONAL MODULE/CATEGORY	# OF MEN	# OF WOMEN	% INC/(DEC) IN ACTUAL #S: 81/82 TO 82/83		WOMEN AS A % OF TOTAL IN MODULE/CATEGORY				
			MEN	WOMEN	1983	1982	1981	1980	1979
Administrative Module	3,621	1,500	1.4	11.9	29.3	27.3	24.3	23.0	19.3
Clerical Module	112	409	(1.8)	0.0	78.5	78.2	78.3	70.8	69.7
Executive Comp. Plan	574	51	4.4	18.6	8.2	7.3	6.3	5.6[1]	4.3[1]
Operational Module	1,830	341	(0.7)	7.6	15.7	14.7	14.6	13.5	14.5
Professional Module	2,794	690	(1.0)	3.1	19.8	19.2	18.6	17.4	17.2
Technical Module	1,142	34	0.8	13.3	2.9	2.6	2.6	2.1	1.0
Administrative Services	4,181	1,566	0.8	11.1	27.2	25.4	23.9	24.3	23.1
Correctional Services	2,630	472	0.7	2.4	15.2	15.0	14.5	13.9	46.4
Institut. Care Services	2,050	3,871	(0.2)	0.3	65.4	65.3	64.8	64.0	
Clerical Services	1,952	8,151	(0.9)	1.3	80.7	80.3	79.5	79.9	78.4
General Oper. Services	2,448	1,767	(1.6)	(2.9)	41.9	42.2	41.1	40.5	39.8
Maintenance Services	5,981	218	(2.3)	(9.9)	3.5	3.8	3.7	3.1	2.9
Office Services	308	6,485	0.3	(1.7)	95.5	95.6	95.6	95.7	95.4
Scientific and Professional Services	1,830	2,481	2.8	1.0	57.6	58.0	57.5	63.1	62.0
Technical Services	4,633	755	(2.0)	(0.3)	14.0	13.8	13.4	14.1	14.5
Law Enforcement Services	4,117	102	1.7	6.3	2.4	2.3	2.1	1.9	1.9
Miscellaneous: Unknown	1	2	(80.0)	(71.4)	66.7	58.3	71.4	41.7	*
TOTAL	40,204	28,895	(0.2)	1.2	41.8	41.5	41.2	41.1[2]	39.9

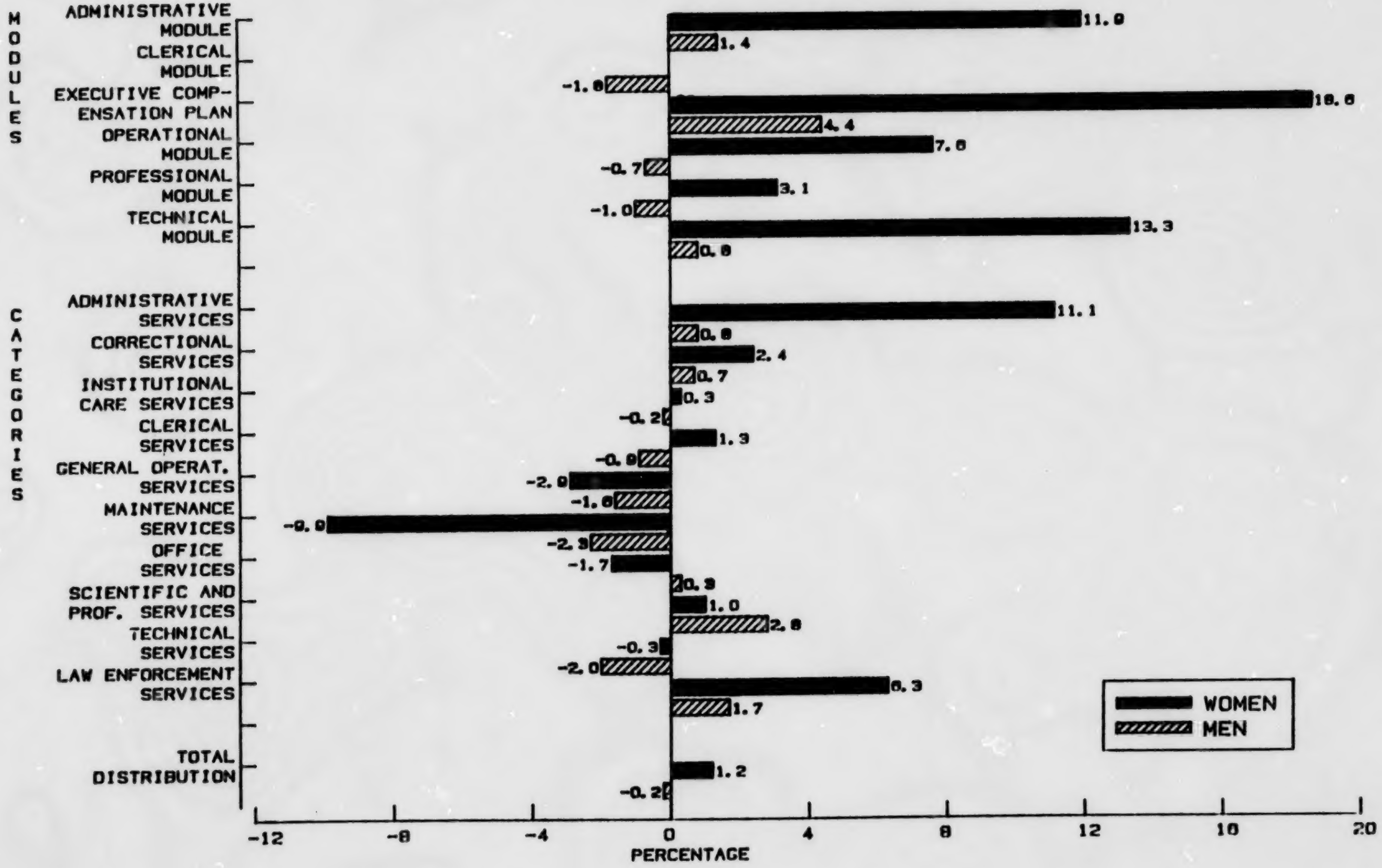
1. Female % representation for 1979 and 1980 is based on percentage of employees as shown on Table 8B (Distribution of Employees in Executive Compensation Plan by Sex), as numbers of executives for those years were not available in IPPEB.

2. This year only, Table 4 Service-Wide female representation excluded Senior Executive Category, while Tables 1 and 2 Service-Wide female representation included these employees.

* Information not available.

OCCUPATIONAL DISTRIBUTION BY SEX*

PERCENTAGE CHANGE IN NUMBER OF WOMEN AND MEN
BY MODULE AND CATEGORY BETWEEN MARCH 1982 AND MARCH 1983



*RE. TABLE 4

TABLE 5A

OCCUPATIONAL GROUPS IN WHICH WOMEN ARE WELL-REPRESENTED

MARCH 31, 1983

INCLUDES: - Integrated Groups (Women make up between 30% and 70% of that group)
- *Over-Represented Groups (Women make up 70% or more of that group)*

OCCUPATIONAL GROUP	MALE #	FEMALE #	WOMEN AS A % OF TOTAL 1983	1982	1981	1980	1979
ADMINISTRATIVE MODULE							
General Administration	1,128	586	34.2	32.2	29.1	28.9	27.6
Information	47	29	38.2	34.6	31.0	45.0	*
Law Administration	200	147	42.4	41.7	37.8	33.1	34.8
Program Analysis	204	110	35.0	29.3	26.7	21.8	17.2
Personnel Administration	253	239	48.6	45.9	42.6	39.4	36.9
Social Programs Admin.	356	168	32.1	29.0	27.0	26.7	25.6
Translation	*0*	*2*	*100.0*	*100.0*	*100.0*	*100.0*	*
Administrative Underfill	29	37	56.1	67.3	60.0	70.8	66.7
CLERICAL MODULE							
Clerical Services	99	181	64.6	63.7	62.9	50.9	45.4
Office Equipment Operation	*5*	*25*	*83.3*	*84.4*	*86.2*	*88.9*	*93.5*
Transcription Services	*7*	*202*	*96.7*	*97.1*	*96.2*	*95.9*	*96.5*
Clerical Underfill	1	1	50.0	*	*	*	*
OPERATIONAL MODULE							
General Operational	172	148	46.3	44.4	44.1	40.1	40.0
Institutional Care	250	172	40.8	37.4	37.7	37.2	39.7
PROFESSIONAL MODULE							
Actuarial Science	4	2	33.3	16.7	16.7	20.0	0.0
Home Economics, Dietetics and Nutrition	*0*	*37*	*100.0*	*97.6*	*97.9*	*100.0*	*100.0*
Library, History and Archives	24	15	38.5	32.4	37.9	37.5	52.9
Medical	167	73	30.4	29.7	27.4	24.5	22.1
Nursing	*35*	*167*	*82.7*	*82.9*	*83.3*	*82.3*	*83.3*
Occupational and Physical Therapy	*6*	*23*	*79.3*	*78.8*	*78.8*	*89.7*	*87.1*
Social Work Supervisor	3	4	57.1	37.0	38.9	37.9	*
Speech Pathology and Audiology	5	5	50.0	60.0	50.0	60.0	44.4
Social Work	75	46	38.0	*	*	*	*
TECHNICAL MODULE							
Scientific Support	37	23	38.3	36.2	41.1	38.7	30.4

* Information not available.

TABLE 5A (cont'd)

OCCUPATIONAL GROUPS IN WHICH WOMEN ARE WELL-REPRESENTED MARCH 31, 1983

INCLUDES: - Integrated Groups (Women make up between 30% and 70% of that group)
- *Over-Represented Groups (Women make up 70% or more of that group)*

OCCUPATIONAL GROUP	MALE	FEMALE	WOMEN AS A % OF TOTAL				
	#	#	1983	1982	1981	1980	1979
ADMINISTRATIVE SERVICES CATEGORY							
Management Systems and Services	354	186	34.4	33.6	31.7	38.5	40.6
Translation	7	11	61.1	61.1	57.1	63.2	65.0
Purchasing	75	52	40.9	37.7	35.4	36.1	28.7
Publicity	178	141	44.2	41.0	39.1	33.3	36.9
Social Programs	698	769	52.4	50.3	48.5	49.3	46.7
CLERICAL SERVICES CATEGORY							
Clerical Services	*1,952*	*8,151*	*80.7*	*80.3*	*79.5*	*79.9*	*78.4*
GENERAL OPERATIONAL SERVICES CATEGORY							
Personal Service (a)	238	144	37.7	38.3	38.1	40.2	43.5
Personal Service (b)	*269*	*716*	*72.7*	*73.4*	*72.3*	*71.0*	*69.9*
Cleaning, Caretaking and Security (a)	918	829	47.5	47.4	45.9	44.6	43.0
INSTITUTIONAL CARE SERVICES CATEGORY							
Institutional Care (b)	1,829	3,848	67.8	67.6	67.0	66.3	64.6
MAINTENANCE SERVICES CATEGORY							
Radio Operations	189	139	42.4	44.2	41.9	39.0	37.0
OFFICE SERVICES CATEGORY							
Data Processing	157	218	58.1	59.7	57.4	55.5	49.1
Office Equipment Operation (a)	*4*	*141*	*97.2*	*97.4*	*97.4*	*97.4*	*96.4*
Office Equipment Operation (b)	*65*	*659*	*91.0*	*92.1*	*91.9*	*92.3*	*92.6*
Typing, Steno, and Transcription Services (a)	*58*	*289*	*83.3*	*82.3*	*82.2*	*80.6*	*80.6*
Typing, Steno, and Transcription Services (b)	*24*	*5,178*	*99.5*	*99.5*	*99.5*	*99.4*	*99.3*

TABLE 5A (cont'd)

OCCUPATIONAL GROUPS IN WHICH WOMEN ARE WELL-REPRESENTED

MARCH 31, 1983

INCLUDES: - Integrated Groups (Women make up between 30% and 70% of that group)
- *Over-Represented Groups (Women make up 70% or more of that group)*

OCCUPATIONAL GROUP	MALE #	FEMALE #	WOMEN AS A % OF TOTAL 1983	1982	1981	1980	1979
SCIENTIFIC AND PROFESSIONAL SERVICES CATEGORY							
Home Economics and Nutrition	*0*	*36*	*100.0*	*100.0*	*100.0*	*100.0*	*100.0*
Library, History and Archives	25	41	62.1	60.3	59.1	58.5	58.5
Nursing	*207*	*1,625*	*88.7*	*89.8*	*90.6*	*91.4*	*91.1*
Occupational and Physical Therapy	*6*	*100*	*94.3*	*92.8*	*92.5*	*90.6*	*89.8*
Pharmacy	6	10	62.5	52.6	52.9	57.1	61.1
Psychology	153	95	38.3	37.9	37.4	41.4	39.8
Social Development	179	276	60.7	61.4	61.3	64.1	63.3
Speech Pathology and Audiology	*2*	*28*	*93.3*	*93.9*	*92.9*	*82.1*	*82.1*
Statistics	112	58	34.1	29.7	33.9	23.5	29.7
TECHNICAL SERVICES CATEGORY							
Scientific Support (a)	171	337	66.3	64.3	65.5	63.2	60.8
Social Science Support	*26*	*85*	*76.6*	*79.2*	*73.8*	*75.2*	*73.0*
TOTAL	11,009	26,604					

TABLE 5B

OCCUPATIONAL GROUPS IN WHICH WOMEN'S REPRESENTATION REQUIRES IMPROVEMENT MARCH 31, 1983

INCLUDES: - Under-Represented Groups (Women make up between 0% and 30% of that group)
- *Male Segregated Groups (Women make up 0% of that group)*

OCCUPATIONAL GROUP	MALE #	FEMALE #	WOMEN AS A % OF TOTAL				
			1983	1982	1981	1980	1979
ADMINISTRATIVE MODULE							
Financial Administration	599	80	11.8	10.2	9.1	10.8	11.8
Institutional Management	201	23	10.3	9.3	6.4	6.7	5.7
Labour Relations	49	8	14.0	16.1	14.8	10.2	10.6
Property Administration	237	13	5.2	4.1	3.2	2.6	2.5
Purchasing & Supply	87	6	6.5	6.1	5.1	5.5	4.6
Systems Services	231	52	18.4	17.9	15.6	17.0	15.4
OPERATIONAL MODULE							
Agricultural Support	*21*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Correctional	436	19	4.2	4.8	4.5	6.7	7.5
Heating & Power	*38*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Printing	*9*	*0*	*0.0*	*0.0*	*0.0*	9.5	9.5
Skills & Trades	904	2	0.2	0.2	0.1	0.1	0.1
PROFESSIONAL MODULE							
Agriculture	128	4	3.0	4.5	4.1	3.1	3.6
Architecture	36	1	2.7	2.7	2.7	2.4	2.3
Chaplain	33	6	15.4	10.8	12.8	5.9	2.9
Dentistry	28	4	12.5	9.7	12.1	10.7	7.1
Economics & Statistics	253	106	29.5	27.7	24.1	26.6	28.1
Education	105	19	15.3	13.2	11.9	11.9	15.0
Engineering & Surveying	886	22	2.4	2.3	2.0	2.4	2.5
General Scientific	98	11	10.1	9.0	9.6	5.7	3.5
Legal	389	93	19.3	17.5	16.0	14.0	12.9
Pharmacy	23	6	20.7	17.2	18.5	16.7	19.4
Psychology	43	7	14.0	9.8	5.1	8.2	14.3
Resources Planning and Management	349	19	5.2	5.6	5.5	5.0	4.2
Research Science	*13*	*0*	*0.0*	*0.0*	*	*	*
Professional Underfill	55	20	26.7	27.1	28.1	25.5	3.6
Veterinary Science	*36*	*0*	*0.0*	*0.0*	*2.4*	*0.0*	*0.0*
TECHNICAL MODULE							
Draft, Design & Estimate	33	2	5.7	5.6	5.3	4.0	4.3
Engineering & Surveying Support	530	3	0.6	0.4	0.4	0.3	0.4
Photography	9	1	10.0	9.1	0.0	5.9	5.9
Resources, Technical	519	4	0.8	0.6	0.4	0.1	0.2
Telecommunications	9	1	10.0	10.0	10.0	5.9	0.0
Technical Underfill	5	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*

* Information not available.

TABLE 5B (cont'd)

OCCUPATIONAL GROUPS IN WHICH WOMEN'S REPRESENTATION REQUIRES IMPROVEMENT
MARCH 31, 1983

INCLUDES: - Under-Represented Groups (Women make up between 0% and 30% of that group)
- *Male Segregated Groups (Women make up 0% of that group)*

OCCUPATIONAL GROUP	MALE #	FEMALE #	WOMEN AS A % OF TOTAL				
			1983	1982	1981	1980	1979
EXECUTIVE COMPENSATION PLAN							
Program Executive	*1*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Senior Executive	573	51	8.2	7.3	6.4	5.6	4.3
ADMINISTRATIVE SERVICES CATEGORY							
General Administration	732	144	16.4	16.2	15.0	11.3	9.1
Financial	428	106	19.9	18.6	16.4	13.9	14.5
Investigation (a)	64	3	4.5	4.8	3.3	1.7	1.9
Investigation (b)	427	56	11.6	10.3	10.4	9.3	7.3
Property Assessment	1,218	98	7.4	6.6	6.3	6.4	5.4
CORRECTIONAL SERVICES CATEGORY							
Correctional Services	2,630	472	15.2	15.0	14.5	13.8	13.8
GENERAL OPERATIONAL SERVICES CATEGORY							
Cleaning, Caretaking and Security (b)	194	28	12.6	12.4	11.4	9.4	8.3
Supply	601	47	7.3	7.1	6.2	5.6	5.1
Agriculture Support	228	3	1.3	1.3	0.4	0.7	1.0
INSTITUTIONAL CARE SERVICES CATEGORY							
Institutional Care (a)	221	23	9.4	8.5	8.0	3.9	3.5
LAW ENFORCEMENT SERVICES CATEGORY							
Law Enforcement Services	4,117	102	2.4	2.3	2.1	1.9	1.8
MAINTENANCE SERVICES CATEGORY							
Aircraft	*69*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Trades & Crafts (a)	780	1	0.1	0.1	0.1	0.0	0.0
Trades & Crafts (b)	*1,055*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Trades & Crafts (c)	946	35	3.6	3.6	3.6	2.0	1.4
Vehicle Operation (a)	2,091	16	0.8	0.6	0.5	0.2	0.1
Vehicle Operation (b)	383	5	1.3	1.7	1.1	0.8	0.2
Marine Operations	*62*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Heating & Power	*314*	*0*	*0.0*	*0.0*	*0.0*	*0.0*	*0.0*
Printing	92	22	19.3	19.7	23.0	24.1	26.0

TABLE 5B (cont'd)

OCCUPATIONAL GROUPS IN WHICH WOMEN'S REPRESENTATION REQUIRES IMPROVEMENT

MARCH 31, 1983

INCLUDES: - Under-Represented Groups (Women make up between 0% and 30% of that group)
- *Male Segregated Groups (Women make up 0% of that group)*

OCCUPATIONAL GROUP	MALE	FEMALE	WOMEN AS A % OF TOTAL				
	#	#	1983	1982	1981	1980	1979
SCIENTIFIC AND PROFESSIONAL SERVICES CATEGORY							
Agriculture	168	23	14.3	13.8	10.7	6.5	4.8
Education	111	30	21.3	21.3	18.9	17.8	18.2
General Scientific	232	59	20.3	19.9	17.3	18.6	17.8
Resources Planning & Management (a)	149	55	27.0	26.8	26.8	28.1	49.3
Resources Planning & Management (b)	396	36	8.3	8.7	7.2	8.2	8.3
Surveying and Engineering Services	76	4	5.0	2.3	2.1	9.1	7.1
Veterinary Science	*8*	*0*	*0.0*	*0.0*	*10.0*	*11.1*	*14.3*
TECHNICAL SERVICES CATEGORY							
Communications	93	1	1.1	1.0	1.1	2.7	1.4
Draft, Design & Estimate	545	80	12.8	13.5	13.3	15.6	16.2
Engineering & Surveying Support	1,504	65	4.1	4.1	3.2	2.9	3.3
Photography	60	16	21.1	22.1	19.7	18.6	14.3
Manpower Training	152	9	5.6	6.5	7.6	9.5	6.7
Scientific Support (b)	284	108	27.6	23.9	24.1	23.7	23.8
Resources Support	1,798	54	2.9	2.6	2.4	2.2	2.0
TOTAL	29,194	2,289					

TABLE 56 **SUMMARY OF SERVICE-WIDE MODULES/CATEGORIES CONTENT and MINISTRY REPRESENTATION BY MODULE/CATEGORY**

Occupational Module/Category	Service-Wide[1] (as of Mar. 31/83) Number of Groups in the Mod/Cat	Service-Wide[1] (as of Mar. 31/83) Classes in the Groups	1982/83[2] Number of Ministries with Staff in the Mod/Cat	1982/83[2] Number of Ministries in which the Mod/Cat is: Integrated or Over-rep	1982/83[2] Number of Ministries in which the Mod/Cat is: Under-rep	1981/82[2] Number of Ministries with Staff in the Mod/Cat	1981/82[2] Number of Ministries in which the Mod/Cat is. Integrated or Over-rep	1981/82[2] Number of Ministries in which the Mod/Cat is. Under-rep
MODULES:								
Administrative	14	112	24	17	7	23	11	12
Clerical	4	24	24	24	0	23	23	0
Operational	7	52	19	2	17	20	2	18
Professional	24	113	22	6	16	21	5	16
Technical	7	57	13	1	12	12	1	11
Executive Compensation Plan	2	9	24	0	24	23	0	23
CATEGORY								
Administrative Services	10	123	23	14	9	22	13	9
Clerical Services	1	20	24	24	0	23	23	0
General Operational Serv.	6	57	19	4	15	19	5	14
Institutional Care	2	28	5	4	1	3	2	1
Correctional Services	1	21	3	1	2	3	1	2
Law Enforcement Services	1	18	1	0	1	1	0	1
Maintenance Services	10	133	19	1	18	19	1	18
Office Services	5	44	24	24	0	23	23	0
Scientific and Professional Services	16	110	22	13	9	21	13	8
Technical Services	9	100	20	8	12	19	9	10
TOTALS	119[3]	1061[3]	24	19	5	23	18	5

1. Number of Classes, Number of Groups are based on IPPEB Service-Wide occupational distribution as of 31 March, 1983
2. Numbers listed here are based on Ministries' IPPEB occupational distribution as of 31 March, 1982 and 1983. Some Ministries may not have any employees in the Module or Category.
3. These 1061 classes, contained in 119 groups, account for 59,096 employees as of 31 March, 1983.

TABLE 6A: SERVICE-WIDE HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES[1]
(CLASSES IN WHICH WOMEN MAKE UP LESS THAN 30%)
COMPARISON OF 1982/83 AND 1981/82 COMPETITIONS

Occupational Module/Category	1982/83						1981/82					
	# Hired (*)			# Applied			# Hired (*)			# Applied		
	Male	Female	F%	Male	Female	F%	Male	Female	F%	Male	Female	F%
MODULE:												
Administrative	332(130)	117(47)	26.1	7204	1842	20.4	349(73)	115(35)	24.8	6314	1459	18.8
Clerical	3(1)	7(1)	70.0	56	91	61.9	14(4)	4(2)	22.2	49	33	40.2
Operational	95(7)	15(0)	13.6	1017	75	6.9	85(5)	8(-)	8.6	959	46	4.6
Professional	193(79)	40(19)	17.2	3116	554	15.1	243(54)	53(12)	17.9	3398	636	15.8
Technical	31(4)	1(0)	3.1	360	7	1.9	63(14)	3(-)	4.5	780	24	3.0
Executive Compensation Plan[2]	48(8)	6(4)	11.1	2850	318	10.0	23	8	25.8	1249	310	19.9
CATEGORY:												
Administrative Services	344(1)	114(1)	24.9	10797	2039	15.9	268	104(1)	28.0	5303	1726	24.6
Clerical Services	7(2)	6(0)	46.2	80	61	43.3	16	4(1)	20.8	242	80	24.8
General Operational Serv.	77(4)	10(0)	11.5	3301	177	5.1	143(2)	17	10.6	3455	564	14.0
Institutional Care	10	2	16.7	29	7	19.4	44	12	21.4	137	29	17.5
Correctional Services	131	47	26.4	2200	480	17.9	239	64	21.1	2420	538	18.2
Law Enforcement Services	295	20	6.3	54	4	6.9	394	39	9.0	3373	300	8.2
Maintenance Services	276(4)	4(0)	1.4	3976	81	2.0	423(2)	11	2.5	6211	184	2.9
Office Services	13(0)	7(0)	35.0	108	61	36.1	19	5	20.8	233	88	27.4
Scientific and Professional Services	95(2)	31(0)	24.6	2844	923	24.5	159	45	22.1	4260	753	15.0
Technical Services	160(4)	17(0)	9.6	3259	407	11.1	146	20	12.0	2533	461	15.4
TOTALS	2110(246)	444(72)	17.4	41251	7127	14.7	2628(154)	512(51)	16.3	40916	7231	15.0

1. Information included here is summary detail of competitions reported by Ministries for all classes in Modules and Categories that are under-represented in the Ministry, and may include classes that are not under-represented service-wide.
2. Information on Executive Compensation Plan was provided by the Office of Senior Appointments and Compensation of the Civil Service Commission.

(*) Waivers of competition for Management classes (and surplus placements under Article 24 of the Collective Agreement for Bargaining Unit classes) are listed in brackets and included only in "# Hired".

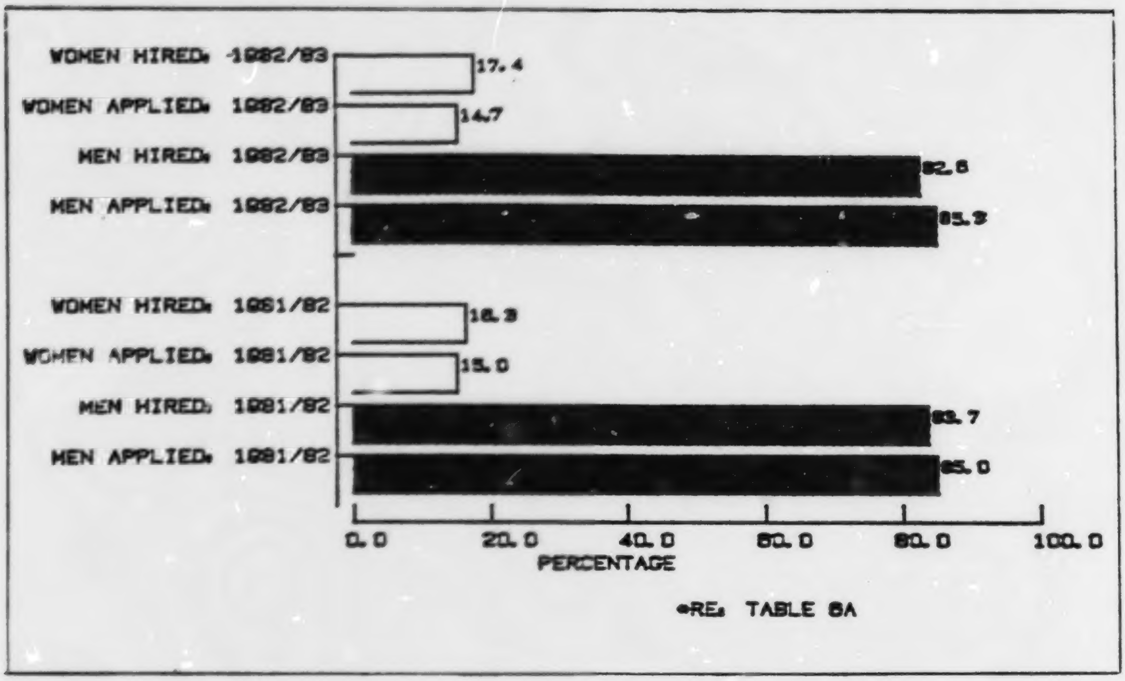
TABLE 6B: SOME COMPARISONS OF MEN'S AND WOMEN'S EXPERIENCE IN COMPETITIONS IN UNDER-REPRESENTED CLASSES[1]

1982/83

Occupational Module/Category	# of Vacancies Filled by Competition Only Total #	Female #	Female %	# Applied Male	# Applied Female	# Qualified Male #	Female #	Female %	# Interviewed Male #	Female #	Female %	# Qualified As a % of # Applied M%	F%	# Interviewed As a % of # Qualified M%	F%
MODULE:															
Administrative	272	70	25.7	7204	1842	2296	496	17.8	1212	343	21.1	31.9	26.9	52.8	69.2
Clerical	8	6	75.0	56	91	18	25	58.1	17	27	61.4	32.1	27.5	94.4	108.0
Operational	103	15	14.6	1017	75	467	46	9.0	465	46	9.0	45.9	61.3	99.6	100.0
Professional	135	21	15.6	3116	554	810	154	16.0	598	116	16.2	26.0	27.8	73.8	75.3
Technical	28	1	3.6	360	7	206	2	1.0	136	2	1.4	57.2	28.6	66.0	100.0
Executive Compensation Plan[2]	42	2	4.8	2850	318	1064	101	8.7	460	38	7.6	37.3	31.8	43.2	37.6
CATEGORY:															
Administrative Services	456	113	24.8	10797	2039	5315	811	13.2	1422	434	23.4	49.2	39.8	26.8	53.5
Clerical Services	12	6	50.0	80	61	28	20	41.7	21	23	52.7	35.0	32.8	75.0	115.0
General Operational Serv.	83	10	12.0	3301	177	1882	48	2.5	551	37	6.3	57.0	27.1	29.3	77.1
Institutional Care Serv.	12	2	16.7	29	7	27	7	20.6	23	5	17.9	93.1	100.0	85.2	71.4
Correctional Services	178	47	26.4	2200	430	1065	225	17.4	1059	225	17.5	48.4	46.9	99.4	100.0
Law Enforcement Services	315	20	6.3	54	4	8	0	0.0	24	0	0.0	14.8	0.0	300.0	0.0
Maintenance Services	276	4	1.4	3976	81	1172	20	1.7	916	17	1.8	29.5	24.7	77.3	85.0
Office Services	20	7	35.0	108	61	42	31	42.5	39	23	37.1	38.9	50.8	92.9	74.2
Scientific and Professional Services	124	31	25.0	2844	923	887	244	21.6	414	145	25.9	31.2	26.4	46.7	59.4
Technical Services	173	17	9.8	3259	407	1234	90	6.8	673	78	10.4	37.9	22.1	54.3	86.7
TOTALS	2237	372	16.6	41251	7127	16521	2320	12.3	8030	1559	16.3	40.0	32.6	48.5	67.2

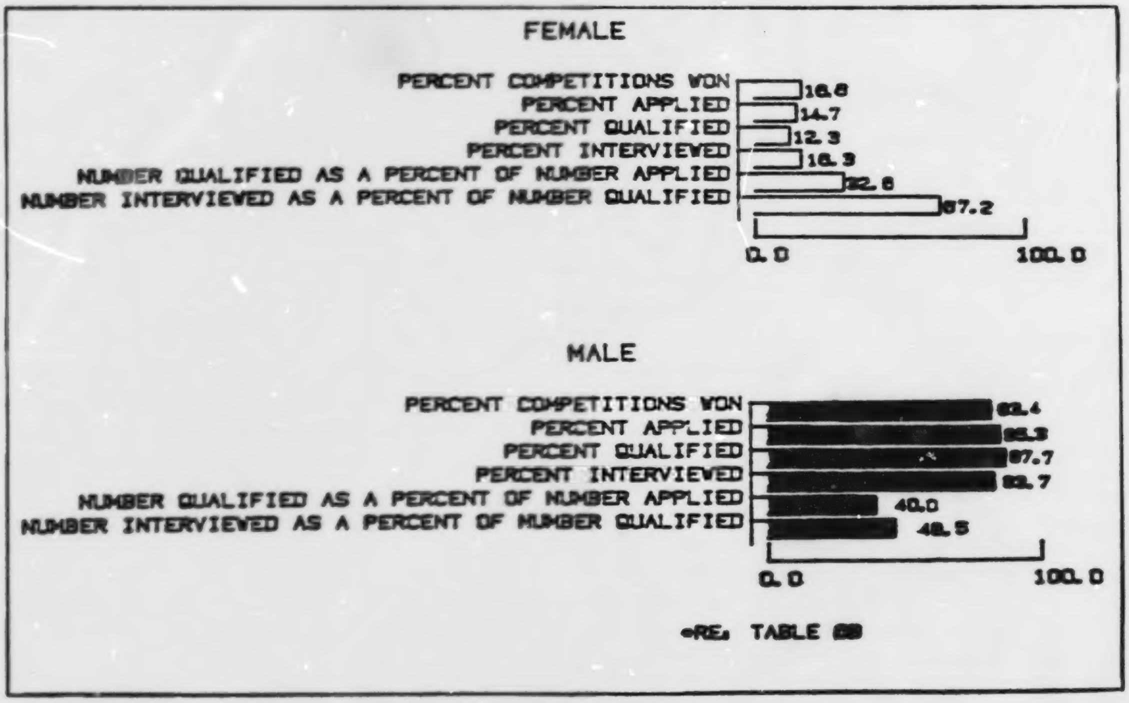
1. Information included here is summary detail of competitions reported by Ministries for all classes in Modules and Categories that are under-represented in the Ministry, and may include classes that are not under-represented service-wide.
2. Information on Executive Compensation Plan was provided by the Office of Senior Appointments and Compensation of the Civil Service Commission.

SERVICE-WIDE HIRE/PROMOTION PROGRESS REPORT IN UNDER-REPRESENTED CLASSES COMPARISON OF 1982/83 AND 1981/82 COMPETITIONS*



*RE: TABLE 8A

SOME COMPARISONS OF WOMEN'S AND MEN'S EXPERIENCE IN COMPETITIONS IN UNDER-REPRESENTED CLASSES DURING 1982/83*



*RE: TABLE 8B

TABLE 7A

ACCELERATED CAREER DEVELOPMENT (ACD) INITIATIVES

(Include: On-the-Job Training, Job Rotations, Secondments, Full-Time Sponsorship of Special Staff Development)

MINISTRY	1982/83				1981/82	
	# OF WOMEN IN MINISTRY[1]	TOTAL # OF INITIATIVES		WOMEN RECEIVING ACD AS A % OF MINISTRY WOMEN[1]	# OF ACDs MET (*)	% OF MINISTRY WOMEN[1]
		PLANNED	MET (*)			
Agriculture & Food	520	22	44(4)	8.5	34(2)	6.4
Attorney General	2217	80	198(3)	8.9	144(7)	6.8
Citizenship & Culture[2]	269	10	8(-)	3.0	-	-
Civil Service Commission	109	8	10(-)	9.2	14(-)	13.3
Community & Social Services	6431	128	250(8)	3.9	179(7)	2.8
Consumer & Commercial Relations	1066	38	62(2)	5.8	64(2)	5.9
Correctional Services	1301	24	24(1)	1.8	44(1)	3.6
Culture & Recreation[2]	-	-	-	-	27(-)	6.9
Education/Colleges & Universities	1144	39	104(3)	9.1	41(4)	3.5
Energy	83	7	8(-)	9.6	8(-)	11.0
Environment	451	12	26(2)	5.8	25(4)	5.9
Government Services	928	30	79(2)	8.5	59(3)	6.4
Health	7038	382	265(5)	3.8	325(6)	4.6
Industry & Tourism[3]	441	17	12(-)	2.7	28(2)	10.4
Intergovernmental Affairs	38	2	7(-)	18.4	4(-)	12.1
Labour	665	18	42(1)	6.3	44(2)	6.9
Management Board Secretariat	23	9	16(1)	69.6	11(1)	45.8
Municipal Affairs & Housing	613	71	88(1)	14.4	100(3)	15.4
Natural Resources	961	20	48(-)	5.0	70(2)	7.2
Northern Affairs	76	5	6(1)	7.9	6(-)	8.0
Revenue	1569	30	51(2)	3.3	51(3)	3.5
Solicitor General	884	17	35(3)	4.0	18(3)	2.0
Transportation & Communications	1725	80	81(13)	4.7	67(6)	3.7
Treasury & Economics	189	10	10(-)	5.3	12(-)	6.5
TOTALS	28,741	1059	1474(52)	5.1	1375(58)	4.8

(*) Accelerated Career Development initiatives undertaken as a result of the 1982/83 Affirmative Action Incentive Fund program (and 1981/82 as indicated) are shown in brackets; this figure is included in the total number of initiatives.

1. Number and percentage of women is based on Table 1 information in this report and the 1981/82 report.
2. As a result of re-organization, the Ministry of Citizenship & Culture is a new Ministry in 1982/83, and the Ministry of Culture & Recreation is no longer a valid Ministry after 1981/82.
3. Industry & Trade (and Tourism & Recreation) had not developed separate data bases when the MBR was developed; therefore, this report still reflects Industry & Tourism.

TABLE 7B: DISTRIBUTION OF ACCELERATED CAREER DEVELOPMENT INITIATIVES MET BY TYPE

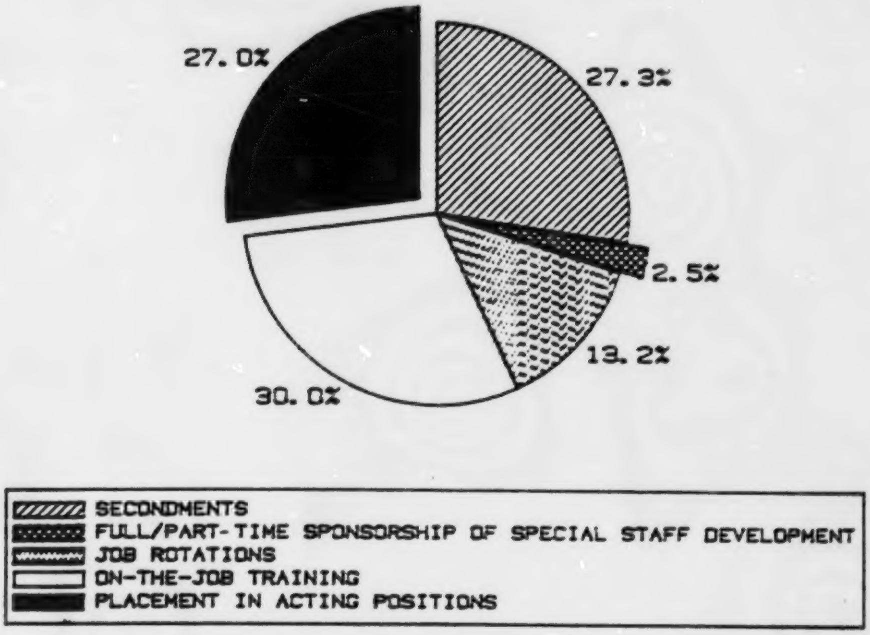


TABLE 7C: DISTRIBUTION OF ACCELERATED CAREER DEVELOPMENT INITIATIVES MET BY PRIORITY AREA

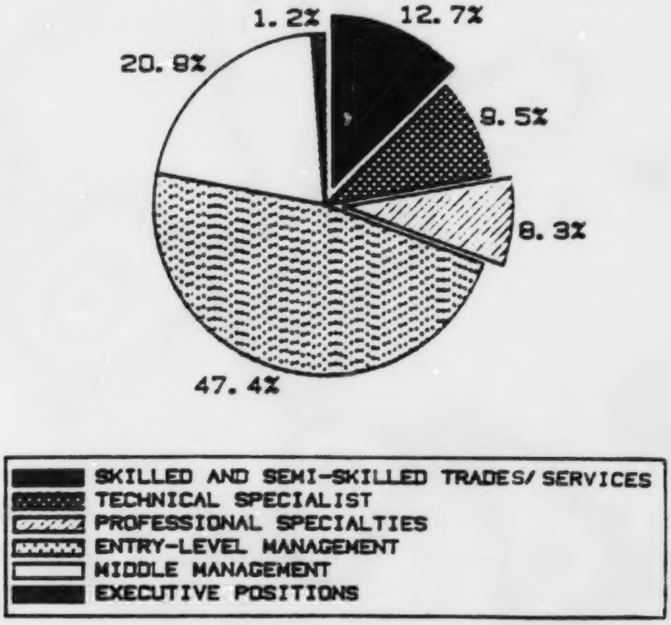


TABLE 8A: EXECUTIVE COMPENSATION PLAN BY LEVEL AND SEX[1]

(Plus Deputy Ministers) March 31, 1983

LEVEL	MALE	FEMALE	WOMEN AS A % OF LEVEL OF ECP
ECP 5	57	2	3.4%
ECP 4	102	5	4.7%
ECP 3	187	17	8.3%
ECP 2	137	11	7.4%
ECP 1	78	16	17.0%
SCP 1	35	3	7.9%
DM	31	1	3.1%
TOTAL	627[2]	55[2]	8.1%

TABLE 8B: DISTRIBUTION OF EMPLOYEES IN EXECUTIVE COMPENSATION PLAN BY SEX[1]

(Plus Deputy Ministers)

	TOTAL	MALE	FEMALE	
March 1977	745	716	29	3.9%
March 1978	709	680	29	4.1%
March 1979	696	666	30	4.3%
March 1980	655	618	37	5.6%
March 1981	649	608	41	6.3%
March 1982	642	598	44	6.9%
March 1983	682	627	55	8.1%

TABLE 8C: EXECUTIVE COMPENSATION PLAN COMPETITION SUMMARY[1]

	VACANCIES FILLED BY COMPETITION:			# APPLIED			# INTERVIEWED		
YEAR	M	F	F%	M	F	F%	M	F	F%
1980/81	45	4	8.2	2348	186	7.3	374	28	7.0
AS A % OF # APPL.	1.9	2.2					15.9	15.1	
1981/82	23	8	25.8	1249	310	19.9	164	62	27.4
AS A % OF # APPL.	1.8	2.6					13.1	20.0	
1982/83	48	6	11.1	2663	283	9.6	451	37	7.6
AS A % OF # APPL.	1.8	2.1					16.9	13.1	

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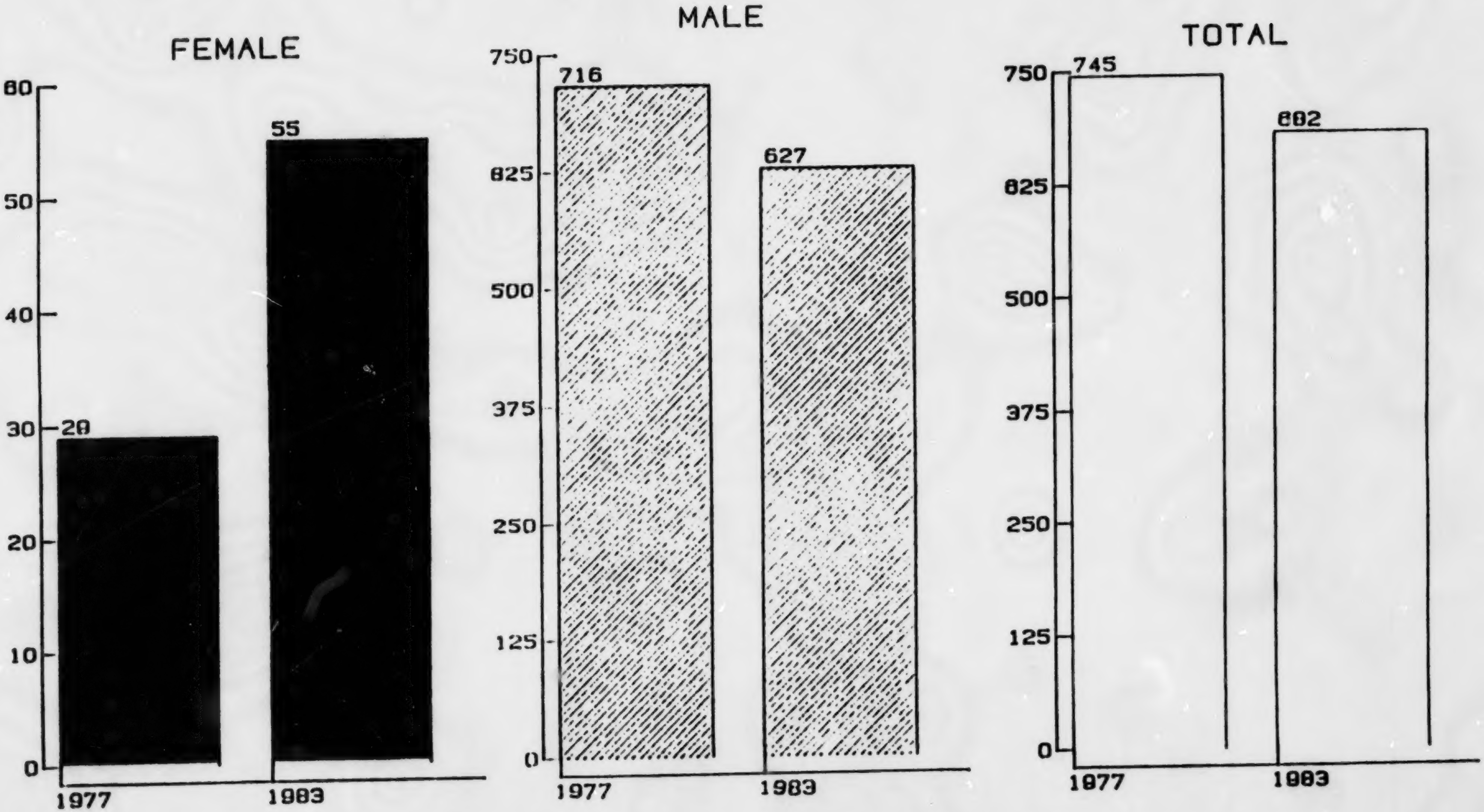
1. Figures here were provided by the Office of Senior Appointments and Compensation of the Civil Service Commission, and include Ministries, Agencies, Boards and Commissions.
2. Figures indicate positions held, not vacancy complement.

DISTRIBUTION OF EMPLOYEES IN EXECUTIVE COMPENSATION PLAN (PLUS DEPUTY MINISTERS) BY SEX*

COMPARISON OF 1977 TO 1983



*RE. TABLE 8B

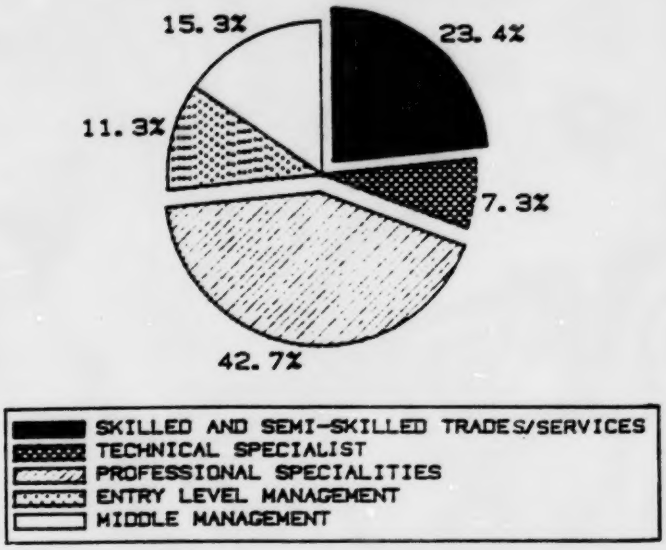
TABLE 9 **NUMERICAL PLANNING TARGETS**

MINISTRY	1982/83					1981/82		
	PLANNED PRIORITY FORMULA TARGETS (*)	REVISED #: AS OF SEPT. 30, 1982 (*)	# OF PFTs MET BY MAR. 31,1983 (*)	# MET AS A % OF:		PLANNED PRIORITY FORMULA TARGETS (*)	REVISED #:AS OF SEPT. 30, 1981 (*)	# MET AS OF MAR. 31, 1982 (*)
				PLANNED #	REVISED # (IF DIFF.)			
Agriculture & Food	12	6	8	66.7	133.3	13	18	16
Att. General	7	7	15	214.3		12	12	16
Citizenship & Culture[1]	3	3	0	0.0		--	--	--
Civil Service Commission	(3)	(3)	(4)	--	--	0	0	0
Comm. & Social Services	9	9	16	177.8		11	11	3
Cons. & Comm. Relations	3	4	2	66.7	50.0	4	5	3
Corr. Services	72	47	54	75.0	114.9	89	63	68
Culture and Recreation[1]	--	--	--	--	--	5	4	2
Educ./Coll. & Universities	4	4	5	125.0		2	2	1
Energy	(3)	(2)	(6)	--	--	1	1	0
Environment	6	6	7	116.7		11	11	7
Government Services	11	13	11	100.0	84.6	17	17	18
Health	13	11	12	92.3	109.1	8	7	8
Industry and Tourism[2]	2	3	4	200.0	133.3	1	1	1
Intergov. Aff.	(2)	(2)	(2)	--	--	2	0	0
Labour	4	3	1	25.0	33.3	4	4	3
Management Bd.	(1)	(1)	(1)	--	--	2	2	1
Mun. Affairs & Housing	13	11	5	38.5	45.5	13	13	12
Nat. Resources	20	8	8	40.0	100.0	28	15	10
North. Affairs	1(+1)	1(+2)	(3)	0.0		2	0	(1)
Revenue	20	37	69	345.0	186.5	38	22	35
Sol. General	38	35	22	57.9	62.9	34	34	32
Transport. & Communic.	24	18	9	37.5	50.0	30	32	28
Treasury & Economics	1(+2)	(2)	(2)	0.0	--	0	0	(2)
TOTALS	263(+12)	226(+12)	248(+18)	94.3	109.7	327	274	264+(3)

(*) Non-formula targets, which are reported separately in brackets, are shown only for ministries with no or only one formula target in 1982/83, or no formula target in 1981/82. Estimated low turnover and/or availabilities can preclude formula targets.

1. Ministry of Culture and Recreation no longer exists; through re-organization, Ministry of Citizenship and Culture was created.
2. Ministries of Industry & Trade and Tourism & Recreation did not have separate data bases at the start of the fiscal year; therefore, reporting is for the Ministry of Industry and Tourism (for 1982/83).

10A: PERCENTAGE DISTRIBUTION OF NUMERICAL PLANNING TARGETS MET BY CHOICE OF PRIORITIES (1) FOR 1982/83



(1) REFER TO 'MINISTRY IMPLEMENTATION REQUIREMENTS' OF THE AFFIRMATIVE ACTION PROGRAM DIRECTIVE ON PAGE 4-55-1 OF THE APPENDIX TO THIS REPORT

10B: NUMERICAL PLANNING TARGETS FOR HIRES/PROMOTIONS FOR WOMEN: REASONS THAT TOTAL NUMBER OF PRIORITY TARGETS WERE NOT MET

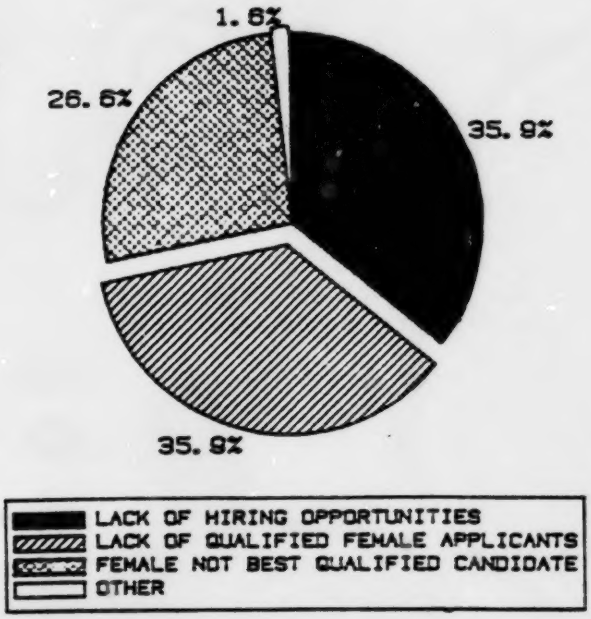


TABLE 11

STAFF TRAINING AND DEVELOPMENT
SERVICE-WIDE COMPARISONS[1]

	1981/82			1982/83		
	MALE	FEMALE	F%	MALE	FEMALE	F%
Participants:	31,731	27,731	46.6%	36,659	33,184	47.5%
% Change:	8.9% dec.	0.7% inc.	2.5% inc.	15.5% inc	19.7% inc.	0.9% inc.
$ Spent:	$4,075,167	$1,869,250	31.4%	$3,745,956	$2,296,395	38.0%
% Change:	10% inc.	20.7% inc.	1.9% inc.	8.1% dec	22.9% inc.	6.6% inc.
$ Spent/Partic.:	$128.43	$67.41	--	$102.18	$69.20	--
% Change:	20.8% inc.	19.8% inc.	--	20.4% dec.	2.7% inc	--

1. These details have been summarized from 22 ministries' Staff Development Reports (all ministries that provided a breakdown of participants and dollars by males and females). Those providing only a total (male plus female) for (one of) participants and/or dollars are not included.

TABLE 12

SERVICE-WIDE SUMMARY OF RESOURCES USED FOR AFFIRMATIVE ACTION IN THE ONTARIO PUBLIC SERVICE IN 1982/83

$ RESOURCES:	DIRECT	INDIRECT	W.C.E.O.
	$1,841,310	$65,522	$275,400 + $300,000 A.A.I.F. *

= Total of $2,482,232; based on 28,895 women in the O.P.S., the ratio is approximately $86. per woman

* For further detail see Table 7A description.

STAFF RESOURCES:	Full Time	Part Time
Program Managers:	16	7
Program Assistants:	20	6
Secretarial:	9	15

(W.C.E.O.: 7 full time staff)

CHAPTER 5

INTRODUCTION TO THE MINISTRY AND CROWN AGENCY CHAPTERS

INTRODUCTION TO MINISTRY CHAPTERS

The format for the 1982/83 Annual Report reflects the information being collected and reported by the ministries as required by the latest Directive on the Affirmative Action Program for Women Crown Employees. In response to this directive, which took effect April 1, 1980, and continuing with the Government's management-by-results system, each Deputy Minister is required to submit specific year-end information to the Women Crown Employees Office.

The Women Crown Employees Office is grateful to those who have contributed to this report, and to those who have supported the Affirmative Action Program during the 1982/83 fiscal year.

Brief descriptions for the headings found in each Ministry chapter are listed below:

Total Number of Employees in the Ministry

This figure refers to the number of classified employees within the Ministry as of March 31, 1983, excluding vacancies.

Women's Share of Ministry Employment

These figures reflect the number of female classified staff in the Ministry (as of March 31, 1983) and the percentage of Ministry employees women represent.

Women's Share of Female OPS Employment

This percentage reflects the representation of the Ministry's female classified staff out of the total number of women in the Ontario Public Service (OPS).

Salary Distribution

This section examines and compares the average salaries of women and men in the Ministry. Indicators are the percentage difference in average salaries and changes in the wage gap from 1981/82 to 1982/83.

In two ministries' chapters, the average salary reported is slightly different from that listed in Chapter 4, Table 3: Average Salary by Ministry and Sex. These differences are the result of separating the data from the two central organizations reporting to the Chairman of the Management Board of Cabinet.

Three ministries were newly formed during the 1982/83 fiscal year and therefore report on their average salaries for March 31, 1983 only.

Accelerated Career Development Initiatives

This section, following a similar format to that used in 1981/82, shows the number of initiatives undertaken by the Ministry for its women, indicating both those initiatives carried out under the Affirmative Action Incentive Fund program (whether or not the Ministry actually claimed against the AAIF at year-end), and all other ACD initiatives. The percentage of Ministry women this represents is based on the total number of initiatives. In this year's report, a line has been added to indicate any ACDs that the Ministry was able to provide for women from other ministries (these are counted with the "home" ministry of the participating women).

Accelerated Career Development Initiatives include on-the-job training, job rotations, secondments, "acting" placements and full sponsorship of special staff development. See also the Appendix to this report, Page 4-50-2 and-3.

Breakthroughs

A breakthrough has been defined as "a hire, transfer, promotion and/or reclassification which contributes toward improving the ministry's occupational status/distribution." As this could be interpreted to mean any hire/promotion in an under-represented class, the total number of breakthroughs for each ministry is equal to the number of women hired/promoted as recorded on that Ministry's table. This total is broken down into two separate figures:

a) "First woman or one of very few women at a level or a particular position within a level" is a number based on the Ministry's submitted list of positions filled by women for the first time (classified positions only, and excluding contract staff and/or Executive Compensation Plan employees who would also not be included in the Ministry hire/promotion data).

b) "all other vacancies in under-represented classes filled by women" includes the number of women hired/promoted that were not listed in a), to produce a total equal to the total number of hires and/or promotions (including waivers).

See Descriptive Summaries on page 50.

Allocation of Resources

The allocation of Ministry funds to carry out the Affirmative Action Program are listed as two separate types: Direct Resources are those funds allocated directly to the A.A. Program; Indirect Resources refer to those sources of funding provided by other areas within the Ministry, e.g. Regional employees attending A.A. workshops or conferences where fees are paid by their managers or staffing such as shared secretarial assistance where the salary costs come from the source branch's budget and summer student assistance where salary costs are not billed to the Ministry.

Staff Training and Development

This section follows a similar format to that used in 1981/82, when basic indicators were standardized. Statistics on participants have been taken from the Staff Development Report forms for 1982/83 as prepared by the ministries. Two percentage calculations are standardized for all Ministries as in the 1981/82 Status of Women Crown Employees Annual Report: comparison of female participants to the total number of ministry participants and to the total female population of the ministry. Notes on any trends, changes or specific information relating to the Ministry's experience in staff development are then included in the Staff Training and Development Highlights, which follow the Ministry Table.

Occupational Distribution of Women in Ministry and Hire/Promotion Progress Report in Under-Represented Classes

This table was expanded in 1981/82 to display more information on women's occupational status, as well as specific competition data.

The table shows the numerical distribution of female staff and their percent representation in each module (management positions) or category (bargaining unit positions) as of March 31, 1983, and the corresponding percentage from March 31, 1982.

This table also documents women's experience in the selection process for filling vacancies in the Ministry during 1982/83. The vacancies reported here, by module and category, represent only under-represented classes (where women are less than 30% of the population) and include Waivers of Competition (for Management Modules) and surplus placements (for bargaining unit positions, as per Article 24 of the Collective Agreement). The number of vacancies filled in 1981/82 are also shown, by module and category.

For vacancies filled by competition, the table also shows, by sex, the number o applicants, those applicants considered qualified and those interviewed. The last three columns show the number of females hired, and the percentage this number is of the total hires in the module or category, plus the corresponding percentage in 1981/82.

Inventories

Any inventories reported by the Ministry's Affirmative Action Program are described here.

Summaries of the various types of inventories (as well as data base information and breakthroughs) provided by ministries are included on pages 50,51and 52 at the end of this chapter.

Regional Delivery

Ministries that have a regional delivery aspect to their Affirmative Action Program provide comments here about the types of activities undertaken for thei women in regions outside the Metropolitan Toronto area.

Highlights of Ministry Affirmative Action Program

Ministries were asked to use this section to describe any elements of their Ministry Program they wished to highlight and that were significant to the Ministry's or corporate Affirmative Action Program goals. This section was als used to report any hires or promotions considered by the Ministry to be particularly significant, including details on the breakthroughs counted in the Breakthroughs section described earlier.

INTRODUCTION TO AGENCY CHAPTERS

The Agency chapters differ from Ministry chapters in format and content, since their reporting mechanism varies from that used by the Ministries. Agencies were asked to provide any information similar to what was being provided by ministries, if they were able to do so.

DESCRIPTIVE SUMMARIES

There is a wide variety of information reported by the ministries for any aspect of the Program because each Ministry created individualized initiatives to meet both the Ministry needs and the Program requirements. The following summaries are consolidations of the various descriptions for "data base," "inventories" and "breakthroughs" in the Ministry chapters.

I Data Base

A basic requirement of the Affirmative Action Program, a data base is a set of permanent information files available to satisfy the data processing and information needs of the organization. Dependant upon individual program requirements, data bases are established and maintained by each Ministry, with the ministry personnel offices collating any additional information shared with the Affirmative Action Program. Core information from the computerized Personnel/Payroll system, on items such as classifications by sex, salary distribution by sex, etc., is provided to the ministries by the Women Crown Employees Office.

The content of these data bases is not co-ordinated and the information retained is quite diversified, although there are similarities. Staffing movements and employee job status data are maintained in statistical reports from the personnel branches, while more detailed information on certain job categories of particular interest to a certain Ministry is compiled, such as data on women in the Tax Auditor and Property Assessment series and staffing changes/populations in the computer systems area. As well, at least one ministry maintains information files on enrollments/graduates from Resource Management courses in Ontario universities and community colleges.

This information is essential for program design, implementation and evaluation. It provides the background for analysis of the competition process, occupational distribution, course participation, classifications and participation rates for women, salary differentials and career development activities. In addition to assisting ministries in evaluating and selecting priority areas for the targetting component of the M.B.R., and developing Ministry Affirmative Action strategies and procedures, these data bases also provide the information required by the Women Crown Employees Office for the Annual Report on the Status of Women Crown Employees.

II Inventories

Inventories, lists of women designated by career-related information, are maintained by most ministry Affirmative Action Program offices. Reports suggest a tendency to access the general Human Resources inventories maintained by the personnel branches. Although many of these lists are automatically maintained by the Ministry, participation remains mainly voluntary, thus participation depends upon the individual initiative of the female employee.

Depending on the individual Ministry program needs, a variety of information can be contained within these inventories. Many ministries maintain inventories containing data on female civil servants who: are working in under-represented classes or non-traditional positions (including Senior Women); possess either an interest in or potential for non-traditional positions; and/or have expressed an interest in on-the-job training opportunities or other Accelerated Career Development assignments, such as job rotations and secondments.

As yet, the most commonly maintained inventories are related to career development and Senior Women.

These lists, many of which are computerized, contain participant information such as classification levels (updated when applicable), educational/occupational backgrounds and career goals; additional detail often extends to analysis of necessary requirements to meet these ambitions. One ministry reported a cardex tracking system in operation to complement the system.

These inventories are utilized by the Affirmative Action Program Manager and Ministry management as an information source to identify potential candidates for courses, Accelerated Career Development initiatives, secondments, task forces, committees and selected competitions. Inventories are also listed for tracking female participants of past Accelerated Career Development situations and are valuable in succession planning as well as the preparation of Affirmative Action branch plans and activities.

III Breakthroughs

A "breakthrough" is defined as "a hire, transfer, promotion and/or reclassification which contributes toward improving the ministry's occupational status/distribution". The ministry chapters indicated the number of hires or promotions that the ministry identified as breakthroughs; ministry highlights in many instances have further detail about these.

This is the first year ministries have provided specific listings of breakthroughs. For the past three years, ministries had the option of mentioning breakthroughs as a "highlight". There were some difficulties in generally summarizing the positions and/or levels recorded by ministries, as often a job title was used rather than a classification level. Another difficulty occurred in comparing data to previous years.

The total for all ministries is 115, based on each ministry chapter indicating the number of breakthroughs under the heading "first woman, or one of very few women, at a level or a particular position within a level." There is no comparable data from previous years, as not all ministries provided information. Of the 115 breakthroughs in 1982/83, 84% could be assessed for location and/or classification:

. 60% were in management modules, primarily Administrative and Professional Modules

- of those in bargaining unit positions, 50% were in Administrative Services and Office Services Categories
- the remainder (50%) of bargaining unit breakthroughs were divided among Maintenance Services, Scientific and Professional Services and Technical Services Categories

MINISTRY OF: AGRICULTURE AND FOOD **CHAPTER 6**

Total Number of Employees in the Ministry: 1,468

Women's Share of Ministry Employment: 35.4% (520)

Women's Share of Female OPS Employment: 1.8%

Salary Distribution

Women's average salary
1981/82: $17,980.
1982/83: $20,496.
An increase of 14.0%.

Men's average salary
1981/82: $25,702.
1982/83: $28,890.
An increase of 12.4%.

Women's average salary was 70.9% of men's in 1982/83 (compared to 70.0% in 1981/82), for a decrease in the wage gap of 0.9%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund 4
(plus: indirectly due to AAIF) - -

Other ACDs: 40

Total number of initiatives undertaken by Ministry women: 44

% of Ministry women this represents: 8.5%

Additional ACDs provided for women from other Ministries: 2

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level: a. 12
b. All other vacancies in under-represented classes filled by women: b. 3
(Total represents "a" plus "b" above. See Table on following page for further detail.) TOTAL 15

Allocation of Resources: Direct: $69,601. Indirect $160.

Staff Training and Development

- Number of participants: # of Men : 251
  # of Women : 148
- Females as a % of total participants: 37.1%
- Female participants as a % of Ministry females: 28.5%

Occupational Distribution of Women in Ministry
and
Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83 No.	% of Total	% in 1981/82	Number of Vacancies (*) 82/83	81/82	Number of Applicants M	F	Number Qualified M	F	Number Interviewed M	F	Women Hired (*) Total No.	As a % of Vacancies Filled 82/83	81/82
Module														
Administrative	19	35.2	24.1	8(3)	8(4)	52	27	24	15	21	11	4(3)	50.0	62.5
Clerical	10	90.9	77.9	--	1(1)	--	--	--	--	--	--	--	--	0.0
Operational	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Professional	8	3.4	5.3	27(7)	15(3)	381	90	89	15	86	15	5(3)	18.5	6.7
Technical	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	18	32.7	33.3	9	5	399	122	43	24	43	23	2	22.2	20.0
Clerical Services	130	79.8	80.1	--	--	--	--	--	--	--	--	--	--	--
General Operational Services	16	15.5	15.2	--	4(2)	--	--	--	--	--	--	--	--	0.0
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	1	4.3	4.2	--	2	--	--	--	--	--	--	--	--	0.0
Office Services	186	98.4	98.5	--	--	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	64	23.6	24.4	11	22	175	34	31	8	30	7	3	27.3	40.9
Technical Services	68	19.8	19.6	16	14	239	69	104	5	102	5	1	6.3	14.3
Totals	520	35.4	35.7	71(10)	71(10)	1246	342	291	67	282	61	15(6)	21.1	25.4

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

Staff training and development was encouraged both internally and externally. External job training included educational institutions such as universities and colleges, internal job training involved career enrichment conferences and affirmative action seminars. In addition to the data presented one woman spent 60 days of leave with pay to work on research for her PhD thesis.

Overall participation in staff development decreased due to general constraints, however, the proportion of women's involvement in staff training and development has increased from 20.5% in 1975/76 to 37.1% in 1982/83. Compared to 1981/82, the percentage of women involved in staff training and development courses of all types decreased by 2.5%. Fiscal constraints resulted in women being reduced to using 29.3% of the staff training dollar compared to 40% last year. This is 6% less than the percentage women represent in the Ministry. An average of $184.47 was spent for each female participant in staff training and development. This figure represents 70.4% of the $262.01 spent for each male course participant during 1982/83. This is due to the fact that fee support for courses taken by men (who were higher in the ministry organization) were more expensive than those that were taken by women (who were usually at a lower level in terms of skill and the organization).

Statistics analysed do not include staff development for regional meetings or branch conferences. In several branches all staff attend such conferences. Including the participation of women in Affirmative Action Seminars, Courses and Workshops, there were 229 women participants. Women then represent 47.8% of the total participants in all types of courses etc.; 44% of the Ministry women participated in staff training and development of some type.

Over 100 women registered for regional and head office workshops presented by both the Affirmative Action Council and the Affirmative Action Program Co-ordinator. Ministry programs focused on career development through sessions on accounting careers and careers for secretaries. Seminars focused on interview skills, assertiveness training, human rights and changing technology in the workplace.

Inventories

The Ministry maintains three types of inventories:

1. Women with Potential for Non-Traditional Positions

This inventory lists all women in the Ministry who have demonstrated both the interest and ability to move into careers in administration, managerial, professional, technical or operational positions where women represent less than 30% of the occupational class. Nominations came from branch directors.

2. Women in Non-Traditional Jobs

Included in this inventory are all women employed in non-traditional jobs whether in the technical, professional or managerial fields. Career development forms provide a basis for the new inventories for both developmental assignments desired by Ministry women and for the occupational levels of women interested in career development.

3. Senior Women in OMAF

An inventory listing of all women above AM 17 level, and those in management postition in the Ministry. Periodically, these women meet to discuss relevant issues, they also attended three seminars for women in Resources Development Ministries. (The Program Co-ordinator organized the first one of these.)

Regional Delivery

Women in County Offices, Regional Labs and Agricultural Colleges attended Regional workshops administered by the Regional Delivery Task Force. The Ministry's Affirmative Action Program Co-ordinator has also conducted a number of skill and career advancement seminars, on topics such as assertiveness training, resume writing and interviewing. There were also follow-up conferences for women in non-traditional careers. In a further attempt to aid women within the Ministry to progress in respect of their career goals, other courses included "Career Planning Strategies and Networking", "Strategies for Career Advancement" and "Women in the Changing Workplace", to promote awareness about the Affirmative Action Program and about women in the future workforce.

Highlights

The Ministry set 13 hire/promotion targets. Due to a Ministry freeze on hiring, targets were revised to 9 at mid-year. Ten targets were achieved, one target which had been revised downward was met later.

An analysis of hire/promotion data reveals that overall, there was a positive impact on women in the eligibility and the interview stages of recruitment. Men and women were qualified, interviewed and hired in the same proportion. Women were hired at only 1% below the percentage of applications. Hiring initiatives undertaken to increase the proportion of women within non-traditional areas, included experience '83 Program Managers hiring women students in 47% of the 500 non-traditional agricultural positions.

In the past two years, the distribution of women in the Administrative Module increased from 15.2% to 35.2%, so that women are no longer under-represented in the module.

Breakthroughs included six women moving into the under-represented classes; eleven firsts at a particular position within a level and one woman the first ever hired at a certain level. Women now hold positions such as Director of

Farm Assistance Programs, Co-ordinator of Special Services, District Manager of Foodland Preservation, Exec. Assistant to the Deputy, Senior Policy Analyst, and Policy Co-ordinator. Three senior secretaries were promoted to entry level management positions.

The Program Co-ordinator facilitated various developmental assignments, including four assignments using the Affirmative Action Incentive Fund. She has assisted managers and counselled women in planning career development, job enrichment, secondments and job rotations.The Ministry supported developmental assignments by enabling 44 women to undertake career developments. Career development for women was also provided on a part-time basis; this included a personnel clerk who was assigned to accounting while studying registered accountancy.

To facilitate the results of the Affirmative Action Program, the Program Co-ordinator met with the Deputy and Senior Management as often as required. Senior Management continued to support the Affirmative Action Program. The Deputy circulated a Ministry Policy to all employees on Sexual Harassment. The Head Office's Information Committee and the Affirmative Action Advisory Council met quarterly to provide input to the Affirmative Action Program. The "Affirmative News" newsletter highlighted career development. Noon hour sessions focused on relevant career issues.

The Program Co-ordinator served on the Executive of the Affirmative Action Council, the Public Relations Task Force and chaired the Ad Hoc Committee on Outreach and assisted the Regional Delivery Task Force.

MINISTRY OF: THE ATTORNEY GENERAL **CHAPTER 7**

Total Number of Employees in the Ministry:	3,215
Women's Share of Ministry Employment:	69.0% (2,217)
Women's Share of Female OPS Employment:	7.7%

Salary Distribution

Women's average salary 1981/82: $18,094.
1982/83: $20,497.
An increase of 13.3%.

Men's average salary 1981/82: $29,142.
1982/83: $32,192.
An increase of 10.5%.

Women's average salary was 63.7% of men's in 1982/83 (compared to 62.1% in 1981/82), for a decrease in the wage gap of 1.6%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	3
(plus: indirectly due to AAIF)	1
Other ACDs:	194
Total number of initiatives undertaken by Ministry women:	198
% of Ministry women this represents:	8.9%
Additional ACDs provided for women from other Ministries:	- -

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:	a.	6
b. All other vacancies in under-represented classes filled by women:	b.	11
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL	17

Allocation of Resources: Direct: $128,300. Indirect $3,900.

Staff Training and Development

- Number of participants:	# of Men :	712
	# of Women :	820
- Females as a % of total participants:		53.5%
- Female participants as a % of Ministry females:		37.0%

Occupational Distribution of Women in Ministry
and
Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83 No.	Distribution of Ministry Women As of 31/03/83 % of Total	% in 1981/82	Number of Vacancies (*) 82/83	Number of Vacancies (*) 81/82	Number of Applicants M	Number of Applicants F	Number Qualified M	Number Qualified F	Number Interviewed M	Number Interviewed F	Women Hired (*) Total No.	Women Hired As a % of Vacancies Filled 82/83	Women Hired As a % of Vacancies Filled 81/82
Module														
Administrative	144	39.6	39.3	12(3)	8(1)	174	46	63	23	56	18	2(0)	16.7	0.0
Clerical	45	75.0	72.4	--	1(1)	--	--	--	--	--	--	--	--	0.0
Operational	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Professional	92	19.3	17.3	55(49)'	60(20)	65	7	41	6	31	6	13(11)'	23.6	33.3
Technical	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	53	38.1	37.8	8	5	31	6	13	2	13	2	2	25.0	20.0
Clerical Services	1033	83.4	82.3	1	3(1)	3	3	1	0	3	2	0	0.0	33.3
General Operational Services	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	0	0.0	0.0	--	4	--	--	--	--	--	--	--	--	0.0
Office Services	832	92.8	92.2	--	--	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	18	75.0	70.8	--	--	--	--	--	--	--	--	--	--	--
Technical Services	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Totals	2217	69.0	68.4	76(52)'	81(23)	273	62	118	31	103	28	17(11)'	22.4	27.2

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

(') - Includes Promotions of 45 lawyers (10 females) "by committee". These are not waivers, but have been treated in similar fashion.

THE ATTORNEY GENERAL

Staff Training and Development Highlights

Women comprised 53.5% of participants in staff training and development courses. This was an increase of 2.2% over 1981/82, when women formed 51.3% of total participants. 50.6% of the training dollar was expended on female employees, an increase of 4.2% over 1981/82.

An increasing number of women participated in managerial/supervisory training: 280 women, which was an increase of 70 women over 1981/82, developed knowledge and skills in this area.

In conjunction with the Human Resources Branch, the Affirmative Action Program sponsored 11 women and 9 men to attend the interviewing skills course for managers. The AAP sponsored 20 women to attend the Ministry's Management Development Program.

From August 1981 to March 1982, the AAP sponsored 68 women to attend regional delivery workshops conducted by the Affirmative Action Council.

Inventories

Inventories/Analyses are maintained in the following areas:

a. Occupational Groups: Male and female representation as crown attorneys and assistant crown attorneys, registrars, sheriffs, administrators and assistant administrators of the provincial court (criminal and family division);

b. Executive Positions. Men and women who occupy positions listed on the Executive Position Control Schedule (e.g. executive category and legal directors);

c. Female Lawyers within various branches of the Ministry;

d. On-Job Training: Men and women who are involved in acting appointments, secondments, rotations, etc.;

e. Career Counselling. Women who have requested career counselling; these women are notified of vacancies or upcoming training opportunities.

Regional Delivery

The Affirmative Action Program produces a monthly newsletter which is sent to managers and Affirmative Action representatives. On the job training and microtechnology sessions were held for Affirmative Action representatives, and skill development workshops were held for 117 Ministry women across the province.

The Affirmative Action Program also sponsored 68 participants in the regions for the Regional Delivery Workshops put on by the Affirmative Action Council.

Highlights

The hiring/promotion of 7 women to the level of Legal PM 19-20, and 6 women to the level of Legal PM 21-24, resulted in the respective gains in the representation of women of 1.2% and 3.5% at these levels (over June 1981 figures utilized in 1981/82 MBR). These contributed to a 2% increase in the Professional Module, with a year-end female representation of 19.3%.

The representation of women in the Administrative Module increased 0.3% to 39.6%. In the Administrative Services Category, a 0.3% increase resulted in women's representation reaching 38.1%. Although this category and module remain under-represented service-wide, the Ministry representation of women in these areas has for some years exceeded the minimum level of 30% as identified by the Affirmative Action Program.

A meeting of women in middle and senior management, and a meeting of female lawyers, were held to enable these groups to have input into the planning of the Affirmative Action Program. One result was the subsequent Affirmative Action review of the merit increase and promotion process as conducted by the Lawyers Salary Committee.

The Affirmative Action Program sponsored 20 women to attend the Ministry's Management Development Program, and 11 female and 9 male managers to attend the Ministry's Interview Skills training program.

Affirmative Action policy and procedures for formulating Affirmative Action Plans at the branch level were developed for implementation in 1983/84. These are to be included in the Ministry's administrative manual. Directors were provided with an occupational analysis of their employees and a staff training and development report to assist them in planning.

The Affirmative Action Program Manager served as Vice-President of the Affirmative Action Council, and participated in the Impact of New Technology Task Force, the Ad Hoc Committee on the Administrative Support Group Classification Standards Review, and the WCEO Committee on the Affirmative Action Incentive Fund. The Program Assistant participated in the Regional Delivery Task Force.

MINISTRY OF: CITIZENSHIP AND CULTURE **CHAPTER 8**

NOTE: This Ministry is one of three "new" ministries constructed from the re-alignment of the Ministry of Industry and Tourism and the Ministry of Culture and Recreation. The data accumulated during this year of transition, has no previous years' information for use as comparisons, although some comparisons have been made, where the Program Manager felt it was appropriate.

Total Number of Employees in the Ministry:	555
Women's Share of Ministry Employment:	48.5% (269)
Women's Share of Female OPS Employment:	0.9%

Salary Distribution

Women's average salary 1982/83: $23,014.

Men's average salary 1982/83: $28,575.

Women's average salary was 80.5% of men's in 1982/83.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	- -
(plus: indirectly due to AAIF)	- -
Other ACDs:	8
Total number of initiatives undertaken by Ministry women:	8
of Ministry women this represents:	3.0%
Additional ACDs provided for women from other Ministries:	1

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:	a.	2
b. All other vacancies in under-represented classes filled by women:	b.	0
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL	2

Allocation of Resources: Direct: $33,526. Indirect $ - -

Staff Training and Development

- Number of participants:	# of Men :	67
	# of Women :	128
- Females as a % of total participants:		65.6%
- Female participants as a % of Ministry females:		47.6%

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	As of 31/03/83												As a % of Vacancies Filled	
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	82/83	81/82
Module														
Administrative	38	45.8	N/A	3(1)	N/A	92	14	14	6	15	2	1(1)	33.3	N/A
Clerical	9	81.8	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Operational	0	0.0	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Professional	3	14.3	N/A	1	N/A	27	18	4	4	4	4	1	100.0	N/A
Technical	0	0.0	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Category														
Administrative Services	31	38.3	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Clerical Services	67	85.9	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
General Operational Services	5	18.5	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Institutional Care	3	100.0	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Correctional Services	--	--	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Law Enforcement Services	--	--	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Maintenance Services	0	0.0	N/A	1	N/A	4	0	4	0	4	0	0	0.0	N/A
Office Services	72	97.3	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Scientific and Professional Services	20	47.6	N/A	1	N/A	111	78	10	10	10	10	0	0.0	N/A
Technical Services	21	39.6	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Totals	269	48.5	N/A	6(1)	N/A	234	110	32	20	33	16	2(1)	33.3	N/A

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

The participation rate of Ministry women employees in Staff Training and Development was 47.6% in 1982/83. (Compared to 42.9% for the Ministry of Culture and Recreation in 1981/82, this would be an increase of 4.7%.) Of the female participants, 28.9% belonged to the Office Services Category in 1982/83; compared to M.C.R. in 1981/82, this would represent an increase of 1.4% (from 27.5%). In 1982/83, 65.5% of total S.T. & D. expenditures were allocated to women employees which would represent a 1.5% increase over M.C.R. expenditures in 1981/82 (from 64.0%).

Inventories

The Ministry maintains several inventories: The Inventory of Senior Women identifies all women in Executive and Management Compensation Plans, by class levels. Another inventory lists women in feeder groups to management and executive compensation plans from level 15 and above, for contact when positions at the senior levels are advertised.

There is one inventory used to track women who have undergone accelerated career development initiatives, plus two skeleton inventories which list Ministry women in non-traditional jobs and under-represented classifications, and Ministry women who have expressed interest in acd initiatives through the Ministry's Work Planning and Performance Review Process.

Regional Delivery

Women in the regions are sponsored to attend AAC workshops and other events. Affirmative Action material and publicity for events/courses of interest are sent to the regions when appropriate. Counselling is available to regional women by telephone and mail.

Highlights

Senior management demonstrated their commitment to the Affirmative Action Program by taking it into consideration when planning executive and senior staff moves, including women in executive rotations and appointments. This resulted in four Ministry breakthroughs for 1982/83.

As of March 1983, women held 29.2% of Ministry executive positions.

An Affirmative Action Program Guidebook was designed for distribution to all Branches and Regional offices of the Ministry during the information sessions planned to take place in the next fiscal year.

The Ministry reclassified one woman into an under-represented classification in the Information series (at AM-19), thereby raising women's representation above 30 percent in that group.

The highlights among the developmental assignments reported include one woman acting at the ECP 3 level, and another acting as an Exhibit Designer 2. No Ministry women are classified at the ECP 3 level, and corporately there are none classified at the Exhibit Designer 2 level.

MBR commitments for 1982/83 were based on a female population of 424 for the Ministry of Culture and Recreation. However, the Ministry of Citizenship and Culture was created through a reorganization before the MBR came into effect and as of March 1983, its female population was 269. Therefore, although the targetted accelerated career development initiatives and hire/promotion targets were not met, the Ministry actually performed well in these areas. Most notably, eight out of ten planned ACD initiatives were carried out, exceeding the minimum requirements.

MINISTRY: CIVIL SERVICE COMMISSION	**CHAPTER 9**
Total Number of Employees in the Ministry:	179
Women's Share of Ministry Employment:	60.9% (109)
Women's Share of Female OPS Employment:	0.4%

Salary Distribution

Women's average salary	1981/82: $24,554. 1982/83: $26,561. An increase of 8.2%.
Men's average salary	1981/82: $36,744. 1982/83: $38,971. An increase of 6.1%.

Women's average salary was 68.2% of men's in 1982/83 (compared to 66.8% in 1981/82), for a decrease in the wage gap of 1.4%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	- -
(plus: indirectly due to AAIF)	- -
Other ACDs:	10
Total number of initiatives undertaken by Ministry women:	10
% of Ministry women this represents:	9.2%
Additional ACDs provided for women from other Ministries:	4

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:	a.- -
b. All other vacancies in under-represented classes filled by women:	b. 1
(Total represents "a" plus "b" above. See Table on following page for further detail.) TOTAL	1

Allocation of Resources: Direct: $12,892. Indirect $17,460.

Staff Training and Development

- Number of participants:	# of Men :	57
	# of Women :	105
- Females as a % of total participants:		64.8%
- Female participants as a % of Ministry females:		96.3%

Occupational Distribution of Women in Ministry
and
Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83 No.	Distribution of Ministry Women As of 31/03/83 % of Total	Distribution of Ministry Women % in 1981/82	Number of Vacancies (*) 82/83	Number of Vacancies (*) 81/82	Number of Applicants M	Number of Applicants F	Number Qualified M	Number Qualified F	Number Interviewed M	Number Interviewed F	Women Hired (*) Total No.	Women Hired (*) As a % of Vacancies Filled 82/83	Women Hired (*) As a % of Vacancies Filled 81/82
Module														
Administrative	40	41.7	42.2	--	1	--	--	--	--	--	--	--	--	0.0
Clerical	8	88.9	87.5	--	--	--	--	--	--	--	--	--	--	--
Operational	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Professional	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Technical	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	6	54.5	55.6	1	--	25	53	4	15	2	8	1	100.	--
Clerical Services	25	89.3	96.3	--	--	--	--	--	--	--	--	--	--	--
General Operational Services	--	--	0.0	--	--	--	--	--	--	--	--	--	--	--
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	--	--	0.0	--	--	--	--	--	--	--	--	--	--	--
Office Services	30	100.0	100.0	--	--	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	--	--	100.0	--	--	--	--	--	--	--	--	--	--	--
Technical Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Totals	109	60.9	61.4	1	1	25	53	4	15	2	8	1	100.	0.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

CIVIL SERVICE COMMISSION

Staff Training and Development Highlights

During 1982/83, C.S.C. women attended 9 Managerial/Supervisory courses, 53 Professional/Technical Courses, 38 Interpersonal/Personal courses, and 5 Secretarial/Clerical courses. The resulting participation rate for women was:

- 64.8% of courses attended by C.S.C. staff
- 59.0% of person-days committed to staff development
- 55.9% of all managerial and professional courses attended by C.S.C. staff
- 49.1% of training dollars spent on courses and seminars

There continued to be an emphasis on personnel training for C.S.C. women coupled with an increasing emphasis on computer training.

Inventories

A Career Summary Inventory is maintained for all Civil Service Commission (C.S.C.) employees. The inventory, which outlines the educational and occupational background of each C.S.C. employee, is used to assist management in making decisions about career development assignments.

Highlights

The Civil Service Commission's Affirmative Action Program continues to place a high priority on providing opportunities for women to move into senior officer level and executive level positions within the Commission. Encouraging women to move into these positions is achieved through promoting developmental opportunities for women both within the Commission and to line ministries.

It is significant to note that women's average salary in 1982/83 increased to 68.2% of men's average salary from 66.8% in 1981/82, resulting in a wage gap decrease of 1.4%. This decrease reflects the high number of women hired in 1981/82 progressing through the salary range for their class in 1982/83.

In 1982/83, women were able to increase their representation in the Executive Module from 8% to 17% and maintain their level of representation in the Administrative Module at 42%. Within the Personnel Administration group which is the Commission's main occupational group, women are not under-represented at any level.

Women were successful in 70% (33/47) of the competitions held in 1982/83, 10% above their representation in the Ministry. At the officer level, women were successful in 61% (19/31) of the competitions. At the senior officer level (AM-18 and above), women were successful in 55% of the competitions. Women won both of the developmental secondment competitions.

The Commission had no formula hire/promotion targets in under-represented classes in 1982/83. (It must be noted that it is difficult to set targets for these areas because they have small populations and low turnover.) Three non-formula targets were established for important feeder classes to executive positions. These targets were met and, in fact, exceeded by one.

The Commission exceeded its targets (by two) for providing women with accelerated career development assignments: five women in Office Services/Clerical Services received assignments (four targetted) and five women in Personnel and General Administration received assignments (four targetted). In addition, the Commission provided four women from other ministries with developmental secondment opportunities during 1982/83.

The Affirmative Action Program Manager was the Chair of the Affirmative Action Council's Small Ministries Task Force which organized a Career Planning Workshop for support staff and 3 noon-hour seminars for senior women.

MINISTRY OF: COMMUNITY AND SOCIAL SERVICES **CHAPTER 10**

Total Number of Employees in the Ministry: 10,409

Women's Share of Ministry Employment: 61.8% (6,431)

Women's Share of Female OPS Employment: 22.3%

Salary Distribution

Women's average salary 1981/82: $18,196.
1982/83: $20,598.
An increase of 13.2%

Men's average salary 1981/82: $21,431.
1982/83: $23,876.
An increase of 11.4%

Women's average salary was 86.3% of men's in 1982/83 (compared to 84.9% in 1981/82), for a decrease in the wage gap of 1.4%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund 8
(plus: indirectly due to AA.F) 13

Other ACDs: 229

Total number of initiatives undertaken by Ministry women. 250

% of Ministry women this represents: 3.9%

Additional ACDs provided for women from other Ministries: - -

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level: a. 2
b. All other vacancies in under-represented classes filled by women: b. 28
(Total represents "a" plus "b" above. See Table on following page for further detail.) TOTAL 30

Allocation of Resources: Direct: $157,000. Indirect $ - -

Staff Training and Development

- Number of participants: # of Men : 6,215
  # of Women : 11,778

- Females as a % of total participants: 65.5%
- Female participants as a % of Ministry females: 183.1%

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83 No.	Distribution of Ministry Women As of 31/03/83 % of Total	Distribution of Ministry Women % in 1981/82	Number of Vacancies (*) 82/83	Number of Vacancies (*) 81/82	Number of Applicants M	Number of Applicants F	Number Qualified M	Number Qualified F	Number Interviewed M	Number Interviewed F	Women Hired (*) Total No.	Women Hired (*) As a % of Vacancies Filled 82/83	Women Hired (*) As a % of Vacancies Filled 81/82
Module														
Administrative	310	37.9	34.6	26(7)	38(2)	280	108	96	43	56	38	12(2)	46.2	39.5
Clerical	49	33.1	33.1	--	--	--	--	--	--	--	--	--	--	--
Operational	217	37.4	35.1	18	9	145	44	78	31	77	31	9	50.0	44.4
Professional	149	50.0	48.8	4	5(1)	4	4	3	4	3	4	2	50.0	40.0
Technical	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	576	61.7	60.3	14	6	439	103	49	20	53	17	3	21.4	66.7
Clerical Services	640	83.0	81.6	4	--	59	44	15	12	11	14	2	50.0	--
General Operational Services	619	50.4	50.4	8	15	44	35	20	11	17	11	2	25.0	0.0
Institutional Care	2574	70.9	71.0	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	111	34.5	37.8	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	5	1.3	1.3	13	18	202	1	106	1	89	1	0	0.0	11.1
Office Services	622	98.3	98.5	--	--	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	511	74.7	74.5	--	--	--	--	--	--	--	--	--	--	--
Technical Services	48	72.7	74.6	--	2	--	--	--	--	--	--	--	--	0.0
Totals	6431	61.8	61.3	92(7)	93(3)	1173	339	367	122	306	116	30(2)	32.6	29.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

Of the female participants, 4.4% were registered in managerial/supervisory courses, 83.5% in technical/professional courses, 10.2% in interpersonal/personal courses, and 1.9% in secretarial/clerical courses. Of the money spent on training in 1982/83, 60.6% was spent on women.

There was an overall increase of 48.9% in the total number of participants in Staff Training and Development from 1981/82: the number of male participants increased by 46.6%, while the number of female participants increased by 50.1%.

Inventories

A senior women's inventory (for women in pay grades 18 and above) was established in December, 1979. Information is kept on the employee's name, position, education, experience, career aspirations, strengths and weaknesses. An assessment is also provided by each individual's manager regarding the employee's career potential and developmental needs. The inventory may be accessed by management to staff task forces, committees, temporary assignments and selected competitions. (This inventory is being reviewed in light of the fact that a Ministry manpower planning process and inventory is now being developed.)

Regional Delivery

Responsibility for program delivery in the regions rests with local management, with continual support from the Affirmative Action office in providing advice, presenting workshops, counselling employees and co-ordinating local initiatives. A Regional Advisory Committee also exists to ensure adequate liaison between regional management and the Affirmative Action office.

Highlights

During the early part of the year, emphasis was placed on increasing awareness of the Program and in clarifying the mandate and role of the Affirmative Action office. An audio-visual presentation which was developed in 1981/82 was shown across the Province and 23 career planning workshops were presented by the Affirmative Action Officers to Ministry employees, with individual follow-up counselling sessions.

Increased emphasis was placed during the year on the impact of microtechnology and a workshop to familiarize employees with this issue was developed and will be presented in 1983/84.

MINISTRY OF: CONSUMER AND COMMERCIAL RELATIONS **CHAPTER 11**

Total Number of Employees in the Ministry:	1,708
Women's Share of Ministry Employment:	62.4% (1,066)
Women's Share of Female OPS Employment:	3.7%

Salary Distribution

Women's average salary	1981/82: $16,708. 1982/83: $18,931. An increase of 13.3%.
Men's average salary	1981/82: $25,195. 1982/83: $28,081. An increase of 11.5%.

Women's average salary was 67.4% of men's in 1982/83 (compared to 66.3% in 1981/82), for a decrease in the wage gap of 1.1%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	2
(plus: indirectly due to AAIF)	1
Other ACDs:	59
Total number of initiatives undertaken by Ministry women:	62
% of Ministry women this represents:	5.8%
Additional ACDs provided for women from other Ministries:	- -

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:	a. 8
b. All other vacancies in under-represented classes filled by women:	b. 8
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL 16

Allocation of Resources: Direct: $94,988. Indirect $10,020.

Staff Training and Development

- Number of participants:	# of Men :	263
	# of Women :	495
- Females as a % of total participants:		65.3%
- Female participants as a % of Ministry females:		46.4%

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	As of 31/03/83												As a % of Vacancies Filled	
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	82/83	81/82
Module														
Administrative	76	37.1	39.3[1]	12(3)	13(3)	227	48	31	14	31	13	5(2)	41.7	38.5
Clerical	31	88.6	88.9	1	--	18	45	1	5	2	7	1	100.0	--
Operational	0	0.0	0.0	1	--	15	0	5	0	5	0	0	0.0	--
Professional	5	14.7	15.4	2	2	38	0	13	0	6	0	0	0.0	50.0
Technical	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	27	20.8	19.4	19	15	641	153	83	27	83	23	5	26.3	40.0
Clerical Services	692	78.2	79.0	3(1)	3	5	10	1	5	1	5	2(0)	66.7	33.3
General Operational Services	0	0.0	0.0	1	1	15	0	4	0	4	0	0	0.0	0.0
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	0	0.0	1.2	7	1(1)	49	0	31	0	31	0	0	0.0	0.0
Office Services	231	93.1	92.2	2	--	1	5	1	5	1	5	2	100.0	--
Scientific and Professional Services	2	16.7	7.7	1	--	16	52	1	2	1	2	1	100.0	--
Technical Services	2	4.7	4.7	1	1	49	2	9	0	9	0	0	0.0	100.0
Totals	1066	62.4	62.8[1]	50(4)	36(4)	1074	320	180	58	174	55	16(2)	32.0	38.9

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

(1) - Included 5 women acting as Land Registrars.

CONSUMER AND COMMERCIAL RELATIONS

Staff Training and Development Highlights

The 1982/83 Staff Development report indicated several significant increases in female course participation as compared to the 81/82 figures.

There was a 24.1% (96) increase in the total number of female participants. Female participation in Technical/Professional courses increased by 12.2% (17). There was an increase of 21.3% (20) in the Tuition Assistance provided to females and 74% of all Tuition Assistance went to female participants.

There was an increase of 25% (1) in the number of females from the Office Services Category who participated in the Managerial/Supervisory courses.

Inventories

The Affirmative Action Career Inventory contains data on interested female employees with a salary level of at least Pay Grade 14/Clerk 7 General and is accessed to identify qualified female candidates for developmental and promotional opportunities. The data consists of career information forms completed by those women interested in Accelerated Career Development, corresponding supervisors' assessments and formal training plans designed expressly for any of the interested women recommended for accelerated career development. Alternate documents, signed by presently disinterested women and their supervisors, also form an integral part of the inventory. A cardex tracking system, which follows the activities of those women in the inventory, complements the other documents. The career information is filed by work units, totalling thirteen; the tracking system is filed by career goals, totalling twenty-four. Updating as to eligibility for inclusion in the inventory occurs quarterly.

Regional Delivery

An Affirmative Action Regional Representatives' Conference was held for 68 regional representatives from Property Rights and Business Practices Divisions. The one-and-a-half day conference provided the women with an update on Affirmative Action, as well as information on a number of areas in which the women had indicated an interest. Eighteen women attended workshops sponsored by the Regional Delivery Task Force. The Manager of the Affirmative Action Program reports regularly to regional Executive Meetings of Real Property Registration Branch, Property Rights Division.

Ten Land Registry offices were visited in order to provide counselling. Bi-monthly information kits were distributed to the regional offices and a section of the Affirmative Action Newsletter was devoted to regional information.

Highlights

An employee information pamphlet on the Affirmative Action Program was designed and developed.

The Ministry continued its training program to better qualify women in the Systems field. Three women received training as Systems Analysts.

MCCR was represented on three of the five Ontario Government Affirmative Action Council Task Forces. The Manager, Affirmative Action Program participated in the Small Ministries Task Force and the Outreach Recruitment Task Force. The Affirmative Action Officer chaired the Impact of New Technology Task Force.

In addition to the data reported regarding competitions in under-represented classes in the Ministry, there were several significant competitions/hirings in classes that are also part of the Ministry, although not "classified Civil Servants". Three women were successful candidates in competitions for Land Registrars in much higher ratio than their rate of application. Three women have been added to the Ministry's Senior Executive Category, one through competition, the others by appointment. The positions held are: Deputy Registrar General (the incumbent is the first woman in Ontario to hold this particular position), Superintendent of Pensions (the incumbent is the first woman in North America to hold this particular position and the first woman ever at her level) and Executive Director, Support Services (the incumbent is the first woman to hold this particular position and the first woman ever at her level). There were two female judges appointed to Sudbury Downs Race Track, a "first" in North America.

There were two further achievements of interest. These were: Policy Co-ordinator, Business Practices Division (the incumbent is the first woman to hold this particular position) and Senior Examiner, Financial Disclosure, Ontario Securities Commission (the incumbent is the first woman to hold this particular position).

MINISTRY OF: CORRECTIONAL SERVICES **CHAPTER 12**

Total Number of Employees in the Ministry:	4,926
Women's Share of Ministry Employment:	26.4% (1,301)
Women's Share of Female OPS Employment:	4.5%

Salary Distribution

Women's average salary	1981/82: $19,092. 1982/83: $21,795. An increase of 14.2%.
Men's average salary	1981/82: $22,094. 1982/83: $25,094. An increase of 13.6%.

Women's average salary was 86.9% of men's in 1982/83 (compared to 86.4% in 1981/82), for a decrease in the wage gap of 0.5%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund (plus: indirectly due to AAIF)	1 - -
Other ACDs:	23
Total number of initiatives undertaken by Ministry women:	24
% of Ministry women this represents:	1.8%
Additional ACDs provided for women from other Ministries:	- -

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:	a.	4
b. All other vacancies in under-represented classes filled by women:	b.	64
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL	68

Allocation of Resources: Direct: $86,340. Indirect $9,000.

Staff Training and Development

- Number of participants:	# of Men :	5,870
	# of Women :	1,842
- Females as a % of total participants:		23.9%
- Female participants as a % of Ministry females:		141.6%

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	As a % of Vacancies Filled 82/83	As a % of Vacancies Filled 81/82
Module														
Administrative	55	17.2	16.3	24(15)	10(8)	137	13	80	7	67	7	10(8)	41.7	30.0
Clerical	8	80.0	81.8	--	--	--	--	--	--	--	--	--	--	--
Operational	17	4.0	3.7	26(2)	19(2)	171	13	133	9	128	9	4(0)	15.4	10.5
Professional	26	44.8	38.9	1	1	63	29	3	9	2	8	1	100.0	0.0
Technical	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	146	34.4	32.0	2	1	7	4	4	3	4	3	1	50.0	100.0
Clerical Services	278	85.5	84.4	--	--	--	--	--	--	--	--	--	--	--
General Operational Services	21	12.5	12.5	18	18	1596	18	1518	6	299	6	4	22.2	11.1
Institutional Care	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	361	13.9	13.1	155	303	2111	480	976	225	972	225	47	30.3	21.1
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	0	0.0	0.0	5	12	24	0	16	0	16	0	0	0.0	0.0
Office Services	280	98.9	98.9	--	---	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	105	68.2	68.2	2	1	5	1	1	1	1	1	1	50.0	100.0
Technical Services	4	57.1	40.0	--	--	--	--	--	--	--	--	--	--	--
Totals	1301	26.4	25.5	233(17)	365(10)	4114	558	2731	260	1489	259	68(8)	29.2	20.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

Women increased their participation in staff training and development from 20.6% in 1981/82 to 23.9% in 1982/83.

The Ministry of Correctional Services staff training is handled by two separate divisions: the Community Programmes and the Institutions. The Institutions Division is also responsible for the provision of staff training to Main Office Employees. In 1982/83, female participation in staff training and development by division was: 45.6% of participants in the Community Programmes Division were female, and 17.2% of participants in the Institutions Division were female.

The average cost per person per day in the Ministry for providing staff training was $25.37. There was an average of $65.88 spent on each woman taking courses, compared to an average of $56.32 spent on each man.

Regional Delivery

The Programme continues to concentrate on regional delivery to ensure that all managers are aware of the objectives of the Affirmative Action Programme.

Highlights

The Ministry of Correctional Services is a male-dominated Ministry with 4,926 employees, 3,625 (73.6%) men and 1,301 (26.4%) women. However, women have improved their representation in the Ministry from 25.4% to 26.4% during the period of the Affirmative Action Programme.

Approximately one-half (43.5%) of the women in the Ministry are employed in the clerical and office services areas where they hold 91.6% of the jobs, while 73.2% of the men in the Ministry are employed as Correctional Officers or Probation Officers.

The representation of women in the Correctional Officer series has increased from 174 in March 1975 to 352 in March 1983. 210 of these women officers are employed in adult male institutions compared to 16 in 1975.

In the Probation and Parole Officer series, the representation of women has increased from 39 in 1975 to 135 in 1983. At the entry level, 32 (55.2%) officers are women, while only 6 (13.9%) Area Managers are women.

In the Ministry, women occupy only 13.0% (106) management positions, although they represent 26.4% of the total Ministry employees. 8.1% of women compared to 19.5% of men are management employees.

Men's average salary in the Ministry is $25,094. per annum, whereas women's average salary is $21,795. per annum; therefore, women earn 86.9% of men's average salary. From March 1982 to March 1983 there was a decrease of .5% in the salary gap.

In 1982/83 the Affirmative Action Programme conducted a workshop for senior women managers. Issues discussed included the impact of micro-technology on women in the workforce, the new Ontario Human Rights Code and general human rights issues and career development in the Ontario Public Service. The Programme also sponsored a number of lunch time sessions to discuss general employment issues of interest to women.

As 1982/83 was the final year of the two year accelerated career development program for women in the Ministry, the Affirmative Action Programme sponsored a workshop for women who participated in the program.

A Task Force consisting of both management and the union was established to review the issue of the use of opposite sex correctional officers in our institutions.

MINISTRY OF: EDUCATION/COLLEGES AND UNIVERSITIES **CHAPTER 13**

Total Number of Employees in the Ministry:	2,012
Women's Share of Ministry Employment:	56.9% (1,144)
Women's Share of Female OPS Employment:	4.0%

Salary Distribution

Women's average salary	1981/82: $18,816. 1982/83: $21,316. An increase of 13.3%.
Men's average salary	1981/82: $29,897. 1982/83: $33,177. An increase of 11.0%.

Women's average salary was 64.2% of men's in 1982/83 (compared to 62.9% in 1981/82), for a decrease in the wage gap of 1.3%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	3
(plus: indirectly due to AAIF)	1
Other ACDs:	100
Total number of initiatives undertaken by Ministry women:	104
% of Ministry women this represents:	9.1%
Additional ACDs provided for women from other Ministries:	- -

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:	a. 3
b. All other vacancies in under-represented classes filled by women:	b. 6
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL 9

Allocation of Resources: Direct: $103,307. Indirect $ - -

Staff Training and Development

- Number of participants: # of Men :	1,529
# of Women :	1,728
- Females as a % of total participants:	53.1%
- Female participants as a % of Ministry females:	151.0%

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83 No.	Distribution of Ministry Women As of 31/03/83 % of Total	Distribution of Ministry Women % in 1981/82	Number of Vacancies (*) 82/83	Number of Vacancies (*) 81/82	Number of Applicants M	Number of Applicants F	Number Qualified M	Number Qualified F	Number Interviewed M	Number Interviewed F	Women Hired (*) Total No.	Women Hired (*) As a % of Vacancies Filled 82/83	Women Hired (*) As a % of Vacancies Filled 81/82
Module														
Administrative	62	33.5	32.3	3	15(2)	142	16	25	5	5	2	1	33.3	46.7
Clerical	27	77.1	82.9	1	--	1	1	1	1	1	1	1	100.0	--
Operational	2	16.7	16.7	2	--	2	0	2	0	2	0	0	0.0	--
Professional	33	22.1	19.9	5(1)	4	97	51	28	10	21	10	3(1)	60.0	25.0
Technical	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	36	34.3	31.4	6	10	19	10	10	6	10	6	2	33.3	60.0
Clerical Services	300	83.1	81.0	1	--	5	0	3	0	3	0	0	0.0	--
General Operational Services	93	57.8	59.4	2	3	11	1	6	1	6	1	0	0.0	0.0
Institutional Care	123	67.6	69.5	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	4	6.5	8.7	3	--	4	0	3	0	4	0	0	0.0	--
Office Services	345	96.9	97.3	--	--	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	102	46.2	45.8	5	7	157	80	37	10	33	9	1	20.0	42.9
Technical Services	17	9.3	10.9	3	7	163	35	17	3	11	3	1	33.3	14.3
Totals	1144	56.9	56.7	31(1)	46(2)	601	194	132	36	96	32	9(1)	29.0	39.1

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

Since 1981/82, there has been a total increase of 144 female and a decrease of 287 male participants in Staff Training and Development. The females increased their percentage of total participation by 6.5%.

The female participation rate in the categories of Managerial/Supervisory and Technical/Professional courses increased by 3.7% to a total of 46.1% in 1982/83. At the same time, the rate increased by 18.9% in Interpersonal/Personal and Secretarial/Clerical courses to a total of 76.1%.

The total staff training dollars spent on women increased by 36% to a new total of $165,414, representing 38.6% of total dollars spent.

Inventories

The Unit maintains a detailed file on all Ministry Civil Servants by Branch and Regional (Field) Office for information related to occupational distribution, staff development and hire/promotion activities. It is used to identify women who are potential candidates for accelerated career development initiatives and/or for filling under-represented positions.

Regional Delivery

There is a Communications Network to include all branches and regional offices in the Ministry. This system is in place to provide information and seek suggestions from employees.

Wherever possible, the Co-ordinator visits the regional offices to present affirmative action information sessions and to discuss areas of concern with the Directors.

Highlights

The Ministry acted as one of five co-sponsors of three slide-tape productions: Affirmative Action: The Plan That Works (audience - Ontario school boards; It's Up To You (audience - young women in high schools and community colleges); Consider Computers (audience - young women in high schools).

The Unit co-ordinated a variety of noon-hour programs covering such topics as Working Mothers, Women in Prison (W2 Program), Investments, Drug Abuse, Violence Against Women, Women Like Us (panel of Ministry women discussing their career paths).

Ministry of Education data on school boards' staffing patterns was provided on request to assist the development of affirmative action in the boards. The Unit annually updates and analyzes data on male/female teaching staff in the elementary and secondary schools. The Unit also analysed the Affirmative Action portion of the Multi-Year Plans submitted by the 22 colleges and made recommendations to the Council of Regents.

The Ministry of Education revised the Guidelines For Evaluation of Texts For Bias and Stereotyping Based on Sex.

The Affirmative Action Unit responded to a wide variety of requests for material housed in its Resource Library.

The Co-ordinator served on an Interministry Work Group on Female Participation in Non-Traditional Occupations, as well as serving as a member of the Advisory Board to Women in Educational Administration (Ontario) whose aims are to: facilitate liaison among women in administrative positions, provide a forum for discussion of educational issues, examine attitudes toward women in educational administration, develop strategies for career planning, stimulate professional development of members of the organization.

The Unit initiated the collection of data on course enrolment by subject and sex in the secondary schools in the province. A published report on the findings was to be released in the summer of 1983. The Co-ordinator served as a member of internal and external Ministry work groups established to recommend strategies to increase the participation of female youth in studies for non-traditional occupations.

The affirmative action portion(s) of the Branch Reviews were revised to more accurately report the directors' commitments and achievements in the program.

The Unit supplied material for inclusion in the Ministry's portion of the First Canadian Report on the Convention on the Elimination of All Forms of Discrimination Against Women.

MINISTRY OF: ENERGY

CHAPTER 14

Total Number of Employees in the Ministry:	170
Women's Share of Ministry Employment:	48.8% (83)
Women's Share of Female OPS Employment:	0.3%

Salary Distribution

Women's average salary	1981/82:	$18,189.
	1982/83:	$21,805.
	An increase of 19.9%.	
Men's average salary	1981/82:	$37,525.
	1982/83:	$38,692.
	An increase of 3.1%.	

Women's average salary was 56.4% of men's in 1982/83 (compared to 48.5% in 1981/82), for a decrease in the wage gap of 7.9%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	- -
(plus: indirectly due to AAIF)	- -
Other ACDs:	8
Total number of initiatives undertaken by Ministry women:	8
% of Ministry women this represents:	9.6%
Additional ACDs provided for women from other Ministries:	3

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:	a.	4
b. All other vacancies in under-represented classes filled by women:	b.	6
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL	10

Allocation of Resources: Direct: $28,000. Indirect $ - -

Staff Training and Development

- Number of participants:	# of Men :	194
	# of Women :	119
- Females as a % of total participants:		38.0%
- Female participants as a % of Ministry females:		143.4%

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	As a % of Vacancies Filled 82/83	81/82
Module														
Administrative	15	45.5	26.7	6(1)	4	174	60	35	25	11	14	4(1)	66.7	50.0
Clerical	3	100.0	100.0	--	--	--	--	--	--	--	--	--	--	--
Operational	--	--	0.0	--	--	--	--	--	--	--	--	--	--	--
Professional	3	5.6	6.8	6	26(2)	238	10	46	1	29	0	0	0.0	11.5
Technical	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	6	46.2	33.3	7(1)	2	280	215	40	30	31	27	6(1)	85.7	0.0
Clerical Services	17	77.3	90.0	--	--	--	--	--	--	--	--	--	--	--
General Operational Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Office Services	36	100.0	100.0	--	--	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	2	28.6	75.0	2	3	135	38	60	20	9	5	0	0.0	66.7
Technical Services	1	50.0	100.0	--	--	--	--	--	--	--	--	--	--	--
Totals	83	48.8	50.0	21(2)	35(2)	827	323	181	76	80	46	10(2)	47.6	20.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

Although the dollar rate for men is twice that spent for women it is important to note two key areas: Managerial/Supervisory, where costs and numbers of males/females are almost identical; and Technical/Professional, where the individual dollar expenditure is almost the same ($128 per male, $122 per female) even though there were more males receiving this type of training.

The average dollar spent per male was $[illegible]2.[illegible]4 and per female was $106.76.

Of note is the fact that far more men took courses or specialized training and development through professional organizations than women, due in large measure to the high number of male professionals employed. As well, many women took more than one course.

Inventories

Due to the small size of the Ministry, no formal inventories are kept except for the Senior Appointments referrals, kept by the Deputy Minister.

An informal inventory of women interested in advancing their career has been kept (but not formally stored or retrieved).

Highlights

The Ministry of Energy used the year to consolidate its Affirmative Action program within the Ministry with a continuing strong emphasis on career development. Secondment opportunities were opened up to females in 2 non-traditional areas. These women moved into traditional male dominated fields in the delivery side of project development and were highly successful in their jobs. One has moved into the management stream. As well, one woman was hired to work in a highly technical, non-traditional project delivery area -- a breakthrough in that field.

Two women managers were named, both of whom were originally taken into the Ministry on career development secondment opportunities, one in program delivery and one in a very specialized policy area.

To continue the beginnings of career development in our "office of the future" support programs, 8 women were given special career development opportunities either on the job, or more usually in on-the job assignments in other areas/branches. These have been highly successful and our current support structure provides a strong impetus for these opportunities.

An Administrative Officer was appointed through a career development sequence over several years and was the first and highest administrative level at that time.

The Ministry of Energy established an Affirmative Action Committee which reports through the Affirmative Action Program regularly to the Senior Management Committee and Deputy Minister. While this committee was only established in January, it has already re-instituted some internal promotional programs, drafted an explanatory pamphlet for new employees and is preparing a newsletter. They are currently working on a plan of action for the Ministry for the New Year.

MINISTRY OF: THE ENVIRONMENT **CHAPTER 15**

Total Number of Employees in the Ministry: 2,079

Women's Share of Ministry Employment: 21.7% (451)

Women's Share of Female OPS Employment: 1.6%

Salary Distribution

Women's average salary 1981/82: $17,758.
1982/83: $20,208.
An increase of 13.8%.

Men's average salary 1981/82: $25,706.
1982/83: $28,531.
An increase of 11.0%.

Women's average salary was 70.8% of men's in 1982/83 (compared to 69.1% in 1981/82), for a decrease in the wage gap of 1.7%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund 2
(plus: indirectly due to AAIF) - -

Other ACDs: 24

Total number of initiatives undertaken by Ministry women: 26

% of Ministry women this represents: 5.8%

Additional ACDs provided for women from other Ministries: - -

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level: a. 7
b. All other vacancies in under-represented classes filled by women: b. 14
(Total represents "a" plus "b" above. See Table on following page for further detail.) TOTAL 21

Allocation of Resources: Direct: $52,755. Indirect $ - -

Staff Training and Development

- Number of participants: # of Men : 994
  # of Women : 186

- Females as a % of total participants: 15.8%
- Female participants as a % of Ministry females: 41.2%

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	As a % of Vacancies Filled 82/83	81/82
Module														
Administrative	13	26.9	24.6	8	3(1)	186	92	27	17	27	17	2	25.0	66.7
Clerical	14	93.3	92.9	1	--	2	22	--	5	--	5	1	100.0	--
Operational	0	0.0	0.0	9	11(2)	113	1	38	1	38	1	0	0.0	0.0
Professional	15	4.2	3.2	18(2)	19(4)	419	61	77	12	77	12	1(0)	5.6	5.3
Technical	1	7.1	0.0	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	7	14.9	13.3	1	3	8	6	2	4	2	4	1	100.0	33.3
Clerical Services	106	74.1	74.5	1(1)	--	--	--	--	--	--	--	0(0)	0.0	--
General Operational Services	1	3.1	3.3	5	5	337	3	20	1	20	1	0	0.0	0.0
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	3	0.7	0.9	44	72(1)	1447	25	169	1	169	1	0	0.0	0.0
Office Services	179	96.2	96.2	--	2	--	--	--	--	--	--	--	--	50.0
Scientific and Professional Services	29	17.2	18.1	26	25	372	88	57	23	57	23	8	30.8	28.0
Technical Services	78	16.2	12.2	28	29	386	90	66	25	66	25	8	28.6	3.4
Totals	451	21.7	20.9	141(3)	169(8)	3270	388	456	89	456	89	21(0)	14.9	7.7

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

Of the women attending courses in 1982/83, 41.4% attended Technical/Professional types of courses. The next largest group attended Managerial/Supervisory courses (30.1%), with the remainder taking Interpersonal/Personal (18.3%) and Secretarial/Clerical (10.2%) courses.

For the first time, the largest number of participants and largest amount of staffing dollars spent for females was in the Technical/Professional types of courses.

Overall, 14.3% of total expenses for Staff Training and Development was spent on women; the average amount spent on each woman was $236.44, comparing quite favourably with the $265.22 spent on each man.

Inventories

The Affirmative Action Program Career Inventory of all women interested in Career Development continues to be updated yearly and on an ongoing basis for new staff through the Women's Advisory Committee Branch/Regional representatives. Each personnel representative and the Manager of Human Resources has received a copy. The inventory consists of a Page Profile on each woman which is inserted into the career area identified.

The Human Resources area continues to maintain a Staff Resources Inventory which is supported and directed by our Senior Management. At present it consists of employees who are in the Management Group or the Feeder Group (containing positions requiring a degree). Both male and female employees are profiled and the inventory is used in succession planning, job rotations and secondments.

Regional Delivery

The five Regional representatives participate in a teleconference once a month. Affirmative Action information and Minutes from the Ministry Women's Advisory Committee monthly meetings are sent to the regional representatives to be shared with their female staff.

Regional visits are made by the A.A.P.M. twice yearly, to provide both information and counselling sessions to interested staff. Articles and news are provided by staff in the regions for the Ministry newsletter, "Action 80's."

Highlights

The Ministry again held a Career Development Centre for 6 females and 6 males from the Scientific, Resource Management and Environmental Technician areas of the Ministry. The Centre evaluated five management skills: Communication, Leadership, Organization and Planning, Problem Analysis and Decision-Making, in order to identify those employees with management potential. The results will help to develop career plans for the participants of the Centre.

The assessment techniques used were: oral and written presentations and simulated exercises directly developed for and related to the Ministry (both individual and group). The assessors were drawn from within and outside the Ministry and were trained through a special two-day session.

Twelve developmental assignments of varying lengths and design were implemented and sponsored by the Ministry. They were in areas such as: Environmental Assessment, Municipal and Private Abatement, Laboratory Technology, Records Management, Affirmative Action, Capital Financing and Revenue (Grants), Graphic Arts, Computer Programming and Technology, etc.

The Ministry also achieved several "breakthroughs"--women were hired to fill positions in the Ministry that had previously not had women incumbents.

MINISTRY OF: GOVERNMENT SERVICES	**CHAPTER 16**
Total Number of Employees in the Ministry:	2,807
Women's Share of Ministry Employment:	33.1% (928)
Women's Share of Female OPS Employment:	3.2%

Salary Distribution

Women's average salary	1981/82: $17,055. 1982/83: $19,534. An increase of 14.5%.
Men's average salary	1981/82: $22,644. 1982/83: $25,568. An increase of 12.9%.

Women's average salary was 76.4% of men's in 1982/83 (compared to 75.3% in 1981/82), for a decrease in the wage gap of 1.1%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	2
(plus: indirectly due to AAIF)	1
Other ACDs:	76
Total number of initiatives undertaken by Ministry women:	79
% of Ministry women this represents:	8.5%
Additional ACDs provided for women from other Ministries:	1

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:	a.	5
b. All other vacancies in under-represented classes filled by women:	b.	12
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL	17

Allocation of Resources: Direct: $159,000. Indirect $ - -

Staff Training and Development

- Number of participants:	# of Men :	654
	# of Women :	535
- Females as a % of total participants:		45.0%
- Female participants as a % of Ministry females:		57.7%

Occupational Distribution of Women in Ministry
and
Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83 No.	Distribution of Ministry Women As of 31/03/83 % of Total	Distribution of Ministry Women % in 1981/82	Number of Vacancies (*) 82/83	Number of Vacancies (*) 81/82	Number of Applicants M	Number of Applicants F	Number Qualified M	Number Qualified F	Number Interviewed M	Number Interviewed F	Women Hired (*) Total No.	Women Hired (*) As a % of Vacancies Filled 82/83	Women Hired (*) As a % of Vacancies Filled 81/82
Module														
Administrative	52	19.7	18.5	41(18)	26(6)	579	233	88	27	89	27	8(0)	19.5	19.2
Clerical	22	84.6	74.3	1	1	5	9	2	8	1	7	1	100.0	0.0
Operational	12	9.2	9.6	15(3)	21	309	3	51	0	48	0	0(0)	0.0	4.8
Professional	11	15.1	13.5	10(3)	8	255	3	35	1	33	1	1(0)	10.0	0.0
Technical	1	8.3	7.7	--	1	--	--	--	--	--	--	--	--	0.0
Category														
Administrative Services	76	26.4	25.0	29(1)	62	400	72	67	13	67	12	4(0)	13.8	25.8
Clerical Services	295	74.5	74.1	--	--	--	--	--	--	--	--	--	--	--
General Operational Services	109	29.9	29.8	11(1)	18	385	30	35	4	34	3	1(0)	9.1	16.7
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	6	0.9	0.9	27	54	710	0	129	0	122	0	0	0.0	1.9
Office Services	307	76.0	76.4	12	16	45	13	26	5	25	5	2	16.7	18.8
Scientific and Professional Services	22	61.1	65.6	4(1)	1	18	9	5	1	5	1	0(0)	0.0	0.0
Technical Services	15	8.2	8.9	13	30	224	28	46	2	45	2	0	0.0	16.7
Totals	928	33.1	32.5	163(27)	238(6)	2930	400	484	61	469	58	17(0)	10.4	14.7

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

GOVERNMENT SERVICES

Staff Training and Development Highlights

The Ministry's 535 women participants in Staff Training and Development represent 57.7% of the female population in M.G.S. This shows continued growth of 33.1% and represents 37.9% of the total educational assistance expenditures.

As in previous years, M.G.S. women show a preference for courses in the Technical/Professional area with an increase of 43.5% in the number of participants; of the total dollars spent for women's development, 62.9% was spent in this area.

Inventories

The Ministry of Government Services Affirmative Action Program maintains an inventory of senior women (earning $30,000. per annum and over), who meet periodically to clarify their career objectives and goals and increase the number of women interested in Senior Management Positions. Some of these meetings are attended by the Deputy Minister.

The Affirmative Action Program Office also maintains an inventory of employees seeking career progression and/or career change. The inventory includes the employee's summary of short-term and long-term career goals, experience to date, experience and skills necessary to meet career objective, formal and informal training requirements and a career plan (which might include secondments, educational assistance, etc.) established through a career-planning interview with the Affirmative Action staff. Plans are underway to integrate this inventory with the Ministry's computerized Human Resources Information System. The inventory is also being used as a source of referrals to Management, for task forces, committees, developmental assignments and selected competitions.

The Affirmative Action Office maintains a career-patning guide for many of the main occupational interest areas of Ministry employees.

Regional Delivery

Five women participated in Workshops sponsored by the A.A. Council's Regional Delivery Program. The Affirmative Action Program Manager visited various Regions to assist women with formulating their career plans. Many women from all Regions are included in the Career Development inventory. M.G.S. women are active in the various Interministerial Councils sponsored by the A.A. Council.

Highlights

Senior Management continued their support of the Affirmative Action Program which is evidenced by such achievements as the hiring of two women into the

Executive Compensation Plan, and the hiring of 18 women into under-represented positions as compared with last year's hiring of 14 women into under-represented positions (an increase of 28%). These achievements assisted the Ministry of Government Services to decrease the salary gap.

In addition, Managers were actively involved in the planning and implementation of career development which resulted in the increased number (from 30 in 1981/82 to 1982/83's 79) of women receiving accelerated career development assignments, exceeding the number targetted by 163%. The Ministry's own incentive fund of $40,000., which is in addition to funds from the Affirmative Action Incentive Fund (administered by the Women Crown Employees Office) enabled 8 of these women to participate in six-month long Accelerated Career Development secondments.

The Ministry achieved several significant breakthroughs. For example, women now occupy positions such as: Client Services Co-ordinator (ASY-19), Manager, Human Resources Planning and Development (APL-20), and Assistant Actuary (PAC-17).

Various studies were carried out to crystalize problem areas and to present various solutions. This resulted in 107 women participating in fully sponsored courses on new technology and will assist in establishing new program initiatives for the following year.

As in previous years, the Affirmative Action Program Staff presented lunch hour seminars, published Affirmative Action articles in the Ministry newsletter, gave advice on Affirmative Action issues to Management and Staff, provided career information and counselling to women and sponsored activities such as public speaking, karate, dancercise and exercise to music.

MINISTRY OF: HEALTH	**CHAPTER 17**

Total Number of Employees in the Ministry:	10,900
Women's Share of Ministry Employment:	64.6% (7,038)
Women's Share of Female OPS Employment:	24.4%

Salary Distribution

Women's average salary	1981/82: $17,901. 1982/83: $20,197. An increase of 12.8%.
Men's average salary	1981/82: $21,067. 1982/83: $23,365. An increase of 10.9%.

Women's average salary was 86.4% of men's in 1982/83 (compared to 85.0% in 1981/82), for a decrease in the wage gap of 1.4%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	5
(plus: indirectly due to AAIF)	1
Other ACDs:	259
Total number of initiatives undertaken by Ministry women:	265
% of Ministry women this represents:	3.8%
Additional ACDs provided for women from other Ministries:	- -

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:		a. 13
b. All other vacancies in under-represented classes filled by women:		b. 27
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL	40

Allocation of Resources: Direct: $255,200. Indirect $1,295.

Staff Training and Development

- Number of participants:	# of Men :	5,989
	# of Women :	11,078
- Females as a % of total participants:		64.9%
- Female participants as a % of Ministry females:		157.4%

Occupational Distribution
and
Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83 No.	Distribution of Ministry Women As of 31/03/83 % of Total	Distribution of Ministry Women % in 1981/82	Number of Vacancies (*) 82/83	Number of Vacancies (*) 81/82	Number of Applicants M	Number of Applicants F	Number Qualified M	Number Qualified F	Number Interviewed M	Number Interviewed F	Women Hired (*) Total No.	Women Hired (*) As a % of Vacancies Filled 82/83	Women Hired (*) As a % of Vacancies Filled 81/82
Module														
Administrative	170	34.6	32.3	46(11)	68(14)	2044	460	539	65	209	44	15(4)	32.6	35.3
Clerical	46	78.0	76.1	1(1)	5(3)	--	--	--	--	--	--	1(1)	100.0	40.0
Operational	90	36.0	35.4	11(2)	11	88	13	42	4	45	4	1(0)	9.1	9.1
Professional	223	45.0	43.5	13(7)	25(6)	47	12	38	9	15	6	3(0)	23.1	32.0
Technical	20	40.8	38.5	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	91	38.6	35.6	19	9	207	81	70	36	52	35	9	47.4	33.3
Clerical Services	1669	88.2	83.6	--	--	--	--	--	--	--	--	--	--	--
General Operational Services	835	57.2	57.6	11(2)	18	72	10	36	3	34	3	0(0)	0.0	11.1
Institutional Care	1171	55.6	55.1	12	40	29	7	27	7	23	5	2	16.7	21.4
Correctional Services	0	0.0	0.0	23	16	89	0	89	0	87	0	0	0.0	0.0
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	25	5.0	4.7	24(3)	31	310	36	96	6	76	5	2(0)	8.3	3.2
Office Services	992	98.2	98.3	1	--	1	5	0	5	0	5	1	100.0	--
Scientific and Professional Services	1446	80.2	80.8	8	10	39	47	13	19	9	13	6	75.0	30.0
Technical Services	260	69.3	66.0	--	--	--	--	--	--	--	--	--	--	--
Totals	7033	64.6	64.5	169(26)	233(23)	2926	671	950	154	550	120	40(5)	26.6	24.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

Women's representation in Staff Training and Development courses (64.9%) is slightly higher than their 64.6% representation in the Ministry, and the number of courses taken by women is much higher than the actual number of women in the Ministry, indicating that many women took more than one course.

Some improvements have taken place in women's participation, for example: an increase of 8.9% in total number of women participating in Staff Training and Development; an increase of 35.3% in women's participation in external Professional Development courses; and an increase of 28.3% in Interpersonal/Personal participation by women over the year 1981/82.

Inventories

The Ministry maintains two inventories for women: The Inventory of Career Goals is comprised of women whose long-term career goals are toward non-traditional jobs or those in which women are under-represented. Women in the Ministry complete forms giving such information as current positions, types of responsibilities desired in 3-5 years, and the skills and knowledge required to achieve these goals. Inclusion is voluntary, and the information is up-dated annually.

The Inventory of Senior Women is in two sections: those women in the Ministry in the $30,000+ bracket, and those in the $24,000-$29,999 bracket. It is accessed by the Affirmative Action Program Manager, occasionally on behalf of Senior Management, for possible candidates for developmental and promotional opportunities. It is also used in the initial stages of setting up senior women networks. Maintained by name, classification, position title, and work location, and up-dated annually.

Regional Delivery

Great emphasis is placed on regional delivery since the majority of female staff in the Ministry of Health are located outside Toronto. Sixty (60) Representatives, who provide support for the Affirmative Action Program at the local level, are a key to regional program delivery. These women serve as liaison between the Affirmative Action Program staff and their own branches/offices, and between managers and women in their areas. A direct line of contact is maintained between the Program Manager and senior regional managers who are responsible for implementing Affirmative Action initiatives.

Highlights

Several exceptional ACD assignments were made possible by the Incentive Fund. Participants received training for a variety of under-represented positions, including Financial Officer, Painter/Decorator and Chief Technologist in a Public Health Laboratory.

Thirteen under-represented classifications in the Ministry achieved the 30% objective; seven of these were targeted for 1982/83.

A second network is now in place for the Ministry of Health's Senior Women in the Toronto area. The first dinner meeting featured Eric Tappenden, Director of Management Standards Project, Management Board of Cabinet, as guest speaker. Further meetings have scheduled speakers on topics related to networking.

The Affirmative Action Program provided four two-day Micro-Technology Workshops for 80 Head Office support staff. This excellent overview of micro-technology dealt with its impact on future employment patterns and included "hands- on" experience with a micro-computer for all participants.

A three-day Conference was held in Toronto for the Ministry network of AAP Representatives from across the province. One of the highlights from the agenda was a panel on Career Planning (guest speakers were: Dr. Lyz. Sayer, Career Counselling Consultant and former Co-ordinator of the Toronto YWCA Career Counselling Services, and Lisa Avedon, Special Projects Co-ordinator for Conestoga College in Kitchener; Marcella Robitaille from Health Insurance Division provided a personal perceptive on Career Planning and Decision-making.) A reception for the Representatives at the Sutton Place Hotel was attended by Minister of Health, the Hon. Larry Grossman, and a number of Senior Managers.

AAP Representatives across the province sponsored a wide variety of educational sessions for their local staff, ranging from guest speaker sessions on career-related topics to developing a local newsletter.

Fifty-one workshops and skill sessions were delivered by the AAP staff to 773 women in the Ministry of Health, including sessions on resume writing, interview techniques, skills identification and self-assessment. Career counselling was provided as an integral part of these sessions.

MINISTRY OF: INDUSTRY AND TRADE **CHAPTER 18**
-includes Ontario Development Corporation

NOTE: This Ministry is one of three "new" ministries established from the re-alignment of the Ministry of Industry and Tourism and the Ministry of Culture and Recreation. The data for this year is therefore not comparable to previous years.

Total Number of Employees in the Ministry:	522
Women's Share of Ministry Employment:	41.2% (215)
Women's Share of Female OPS Employment:	0.7%

Salary Distribution

Women's average salary 1982/83: $21,664.

Men's average salary 1982/83: $37,440.

Women's average salary was 57.9% of men's in 1982/83.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	- -
(plus: indirectly due to AAIF)	- -
Other ACDs:	12
Total number of initiatives undertaken by Ministry women:	12
% of Ministry women this represents:	5.6%
Additional ACDs provided for women from other Ministries:	1

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:	a. 3
b. All other vacancies in under-represented classes filled by women:	b. 7
(Total represents "a" plus "b" above. See Table on following page for further detail.) TOTAL	10

Allocation of Resources: Direct: $22,404. Indirect $ - -
(Shared with Ministry of Tourism & Recreation)

Staff Training and Development

- Number of participants:	# of Men :	151
	# of Women :	162
- Females as a % of total participants:		51.8%
- Female participants as a % of Ministry females:		75.0%

Occupational Distribution of Women in Ministry
and
Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	As a % of Vacancies Filled 82/83	81/82
Module														
Administrative	20	25.6	N/A	14(5)	N/A	295	31	121	13	62	9	3(1)	21.4	N/A
Clerical	11	84.6	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Operational	0	0.0	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Professional	5	35.7	N/A	1	N/A	76	11	7	3	6	2	1	100.0	N/A
Technical	--	--	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Category														
Administrative Services	20	9.5	N/A	29	N/A	1599	104	174	20	160	20	6	20.7	N/A
Clerical Services	58	86.6	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
General Operational Services	2	33.3	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Institutional Care	--	--	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Correctional Services	--	--	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Law Enforcement Services	--	--	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Maintenance Services	2	7.1	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Office Services	95	100.0	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Scientific and Professional Services	0	0.0	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Technical Services	2	66.6	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Totals	215	41.2	N/A	44(5)	N/A	1970	146	302	36	228	31	10(1)	22.7	N/A

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

Women in the Ministry received 47.7% of the training dollars. Of the courses taken by women in the Ministry, 93.2% were in the Managerial/Supervisory or Technical/Professional categories. Women comprised 41.9% of the individuals provided with support to pursue University level courses.

Inventories

A skeleton inventory of female civil servants with a work/educational background relevant to the Ministry and who have shown interest in the Ministry has been developed to respond to the current constraint situation.

All Ministry women who express an interest in career development (including educational needs) through personal contact, performance review or career development questionnaires, become part of an inventory used by the Affirmative Action Manager to design ACDs and for career path planning.

Regional Delivery

Individual field locations have fewer than five female staff each, thus most regional delivery activity is limited to use of the Regional Delivery Task Force activities and interministerial committees' activities in various locations. The Affirmative Action Manager travels to field locations where demand requires it, for special interministerial development activities.

Highlights

"Breakthroughs" were achieved in several areas: a woman won a competition for Manager (at level AM-21); for the first time ever a woman was hired as a Foreign Service Officer at the IDO 3 level; a woman won a competition for a new position at the AM-21 level as Policy Advisor.

MINISTRY OF: INTERGOVERNMENTAL AFFAIRS **CHAPTER 19**

Total Number of Employees in the Ministry: 54

Women's Share of Ministry Employment: 70.4% (38)

Women's Share of Female OPS Employment: 0.1%

Salary Distribution

Women's average salary
1981/82: $24,332.
1982/83: $26,617.
An increase of 9.4%.

Men's average salary
1981/82: $37,493.
1982/83: $34,657.
A decrease of 7.6%.

Women's average salary was 76.8% of men's in 1982/83 (compared to 64.9% in 1981/82), for a decrease in the wage gap of 11.9%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund: - -
(plus: indirectly due to AAIF): - -

Other ACDs: 7

Total number of initiatives undertaken by Ministry women: 7

% of Ministry women this represents: 18.4%

Additional ACDs provided for women from other Ministries: 2

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level: a. 1
b. All other vacancies in under-represented classes filled by women: b. 1
(Total represents "a" plus "b" above. See Table on following page for further detail.) TOTAL 2

Allocation of Resources: Direct: $11,415 Indirect $ - -

Staff Training and Development

- Number of participants: # of Men : 22
  # of Women : 54

- Females as a % of total participants: 71.1%
- Female participants as a % of Ministry females: 142.1%

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Classe

Occupational Module / Category	Distribution of Ministry Women			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	As of 31/03/83												As a % of Va-cancies Fille	
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	82/83	81/82
Module														
Administrative	6	60.0	60.0	2	7(2)[1]	1	3	1	3	1	3	1	50.0	28.6
Clerical	3	100.0	100.0	--	--	--	--	--	--	--	--	--	--	--
Operational	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Professional	10	55.6	57.1	1	--	0	3	0	3	0	3	1	100.0	--
Technical	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	4	80.0	100.0	--	6[1]	--	--	--	--	--	--	--	--	50.0
Clerical Services	1	50.0	100.0	--	--	--	--	--	--	--	--	--	--	--
General Operational Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	--	--	--	--	--	--	--	--	--	--	--	--	--	-
Office Services	12	100.0	100.0	--	--	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	2	66.7	--	--	--	--	--	--	--	--	--	--	--	--
Technical Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Totals	38	70.4	75.0	3	13[1]	1	6	1	6	1	6	2	66.7	38.5

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

[1] These 13 vacancies filled were for positions which transferred to the Ministry of Municipal Affairs and Housing during the 1981/82 year.

Staff Training and Development Highlights

Women accounted for 71.1% of the Ministry's attendance at courses and seminars, comparing favourably with their 70.4% representation in the ministry; in fact, many women took more than one course. The majority of these women (70.4%, or 38 out of 54) took Technical/Professional courses, and the majority (73.1%,or 38 out of 52) of attendees at Technical/Professional courses were female. The average cost per woman ($113.) was lower than the average cost per man ($189.), due to women opting in many instances for lower-priced secretarial/clerical courses and basic micro-computer courses (1/2 day per week, spread over a number of weeks), compared to management courses of 3 to 5 days duration (men's choice).

In addition to the information on the previous page and above, many women attended IPAC seminars, Canadian Public Personnel Management seminars, Affirmative Action luncheon meetings, and general interest sessions at Ryerson and York University, with no indication of dollars expended on training and development; women on the Senior Inventory participated in the (funded) Corporate Management Development program.

Inventories

Career Development Inventory: includes all MIA women, indicating name, classification, branch, length of service, current salary, education (if requirement of job), career goals, area(s) of employment interest, courses attended (if known), manager's performance appraisal assessment, and suggested courses, or developmental experiences required in order to progress, where this has been noted.

The Potential Secondments Inventory consists of two parts: a file of women from other Ministries who have sent in resumes, requesting specific experience in M.I.A. if the opportunity arises, and one of Ministry women who have expressed interest in a secondment to another area, in order to gain added experience, or skills.

In addition, the Ministry keeps on file: resumes of students who have written regarding job opportunities in the Ministry of Intergovernmental Affairs, and resumes of individuals with bilingual capabilities (not currently OPS employees). Some are seeking jobs, some advice, and some requesting information on jobs in the two MIA International Offices.

Highlights

The Ministry had significant success in placing women in senior positions in this Ministry (locally and internationally); for example: Denyse Nazaire was appointed Executive Secretary, Council for Franco-Ontarian Affairs, at the ECP-1 level - a first for this level in the Ministry. Women continue to visibly represent this Ministry abroad. In Paris, Adrienne Clarkson is the Agent General, a contract position equivalent to an ECP-3 level. The next senior position in Paris is held by Joy Gordon, (PEC-19). In Brussels, Janet Bax (PEC-19) is the senior woman responsible for dealing with the European Economic Community. Another woman is no longer with MIA: Valerie Fountain, Deputy Chief of Protocol, moved from the Office of Protocol, M.I.A., to the Ministry of Industry and Trade. Valerie was at a AM-18 level, and accepted a lateral transfer to gain additional experience in another milieu. Five MIA women were added to the SAAC Inventory, after approval by Executive Committee members.

Two promotions, representing breakthroughs to levels previously unrepresented by women in this Ministry, took place this year: Christine Hodges Hamilton, a PEC-19 in the Federal-Provincial Relations Branch, was the successful candidate in a job competition for Senior Advisor (PEC-20) in the International Relations Branch. Francine Robitaille, Communications Advisor, Office of the Government Coordinator of French Language Services, was promoted from an AM-18 to an AM-20 level.

The ad hoc group of Small Ministries operated as a Task Force in 1982/83. Represented were Civil Service Commission, Energy, Northern Affairs, Office of the Premier, Secretariat for Social Development, Management Board Secretariat and Intergovernmental Affairs. The second luncheon for senior women was hosted by Management Board Secretariat. Intergovernmental Affairs was host to 88 women on March 17, 1983, when Gary Posen spoke on Program Review at Sutton Place Hotel, over lunch. Joint career development workshops were held; MIA sponsored a noon-hour session on Self-Defense for 40 women and arranged two tables at "The Future of Jobs" presentation at the Westbury Hotel.

An Orientation session for the Ministry was held in February, 1983, and consisted of a film, presentations by Executive Committee, lunch with Executive Committee, and a tour of the Legislative Building. A question and answer period offered a forum for discussion of affirmative action, and the various resources within MIA.

The Ministry Technology Committee held weekly information meetings open to all staff.

MINISTRY OF: LABOUR **CHAPTER 20**

Total Number of Employees in the Ministry:	1,425
Women's Share of Ministry Employment:	46.7% (665)
Women's Share of Female OPS Employment:	2.3%

Salary Distribution

Women's average salary 1981/82: $19,284.
1982/83: $21,771.
An increase of 12.9%.

Men's average salary 1981/82: $28,080.
1982/83: $31,282.
An increase of 11.4%.

Women's average salary was 69.6% of men's in 1982/83 (compared to 68.7% in 1981/82), for a decrease in the wage gap of 0.9%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund (plus: indirectly due to AAIF)	1 1
Other ACDs:	40
Total number of initiatives undertaken by Ministry women:	42
% of Ministry women this represents:	6.3%
Additional ACDs provided for women from other Ministries:	3

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:	a.	3
b. All other vacancies in under-represented classes filled by women:	b.	8
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL	11

Allocation of Resources: Direct: $59,049. Indirect $9,000.

Staff Training and Development

- Number of participants:	# of Men :	677
	# of Women :	829
- Females as a % of total participants:		55.0%
- Female participants as a % of Ministry females:		124.7%

Occupational Distribution of Women in Ministry
and
Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	As of 31/03/83												As a % of Vacancies Filled	
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	82/83	81/82
Module														
Administrative	84	42.0	40.8	19(14)	13(3)	230	132	35	22	35	22	6(4)	31.6	7.7
Clerical	14	87.5	81.3	--	--	--	--	--	--	--	--	--	--	--
Operational	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Professional	20	14.9	14.4	13(2)	9(2)	176	14	37	10	37	10	3(1)	23.1	11.1
Technical	3	6.5	4.2	3	5	35	2	16	0	16	0	0	0.0	0.0
Category														
Administrative Services	59	36.9	36.7	4	5	70	52	15	15	15	15	1	25.0	40.0
Clerical Services	154	85.1	86.9	--	2	--	--	--	--	--	--	--	--	0.0
General Operational Services	0	0.0	0.0	1(1)	3	--	--	--	--	--	--	0(0)	0.0	0.0
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	28	11.2	11.1	--	23	--	--	--	--	--	--	--	--	4.3
Office Services	244	98.4	96.7	--	--	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	32	39.5	37.5	--	1	--	--	--	--	--	--	--	--	0.0
Technical Services	27	27.0	30.6	4	2	44	7	12	2	12	2	1	25.0	50.0
Totals	665	46.7	45.8	44(17)	63(5)	555	207	115	49	115	49	11(5)	25.0	9.5

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

In 1982/83, women's participation in staff training and development was 55% compared to their representation in the Ministry which was 46.7%. Since the number of women taking courses exceeded the number of women in the Ministry, many women took more than one course. Women's share of the training dollar was 44.5%.

In Managerial/Supervisory courses, women comprised 32.7% and in Technical/Professional courses, 52.4% of the participants.

There were a number of in-house courses developed for women, e.g., "Office of the Future" and "Career Development in a Time of Constraint". These tend to be less expensive per capita (than the types of courses attended by men) because no travelling expenses are involved.

Inventories

An inventory of all women employees is maintained, showing classification level, branch, government employment history and highest level of education attained.

Regional Delivery

The Affirmative Action Program Manager visits the Regional offices annually to receive input from regional staff and discuss career development individually. Regional women are encouraged to attend both local and Toronto workshops which the Program Manager finances.

A workshop "Make your Meetings more Productive" was presented to 20 employees in Hamilton regional office.

Highlights

Eight two-day workshops, "Preparing to Meet the Office of the Future", were presented to give women hands-on experience with micro-computers, an overview of their application in the office, and future career paths that may be created by the new technology.

Six two-day workshops titled "Career Development in a Time of Constraint", were presented to managerial women in the Ministry.

Various one-hour workshops, e.g., "Resume Writing" and "Make Your Meetings More Productive", were presented to all employees in "Lunch and Learn" noon-hour seminars.

The Affirmative Action Committee organized a successful book sale to support the first woman co-ordinator of the Cancer/Heart/Diabetes Campaign in the Ministry of Labour.

MINISTRY: MANAGEMENT BOARD — CHAPTER 21

Total Number of Employees in the Ministry:	51
Women's Share of Ministry Employment:	45.1% (23)
Women's Share of Female OPS Employment:	0.1%

Salary Distribution

Women's average salary	1981/82:	$30,562.
	1982/83:	$32,563.
	An increase of 6.5%.	
Men's average salary	1981/82:	$44,097.
	1982/83:	$47,329.
	An increase of 7.3%.	

Women's average salary was 68.8% of men's in 1982/83 (compared to 69.3% in 1981/82), for a increase in the wage gap of 0.5%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	1
(plus: indirectly due to AAIF)	- -
Other ACDs:	15
Total number of initiatives undertaken by Ministry women:	16
% of Ministry women this represents: (% is based on 12 women in M.B. participating in these 16 ACDs)	56.5%
Additional ACDs provided for women from other Ministries:	12

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level: a. - -

b. All other vacancies in under-represented classes filled by women: b. 1

(Total represents "a" plus "b" above. See Table on following page for further detail.) TOTAL 1

Allocation of Resources: Direct: 5,372. Indirect $ - -

Staff Training and Development

- Number of participants:	# of Men :	62
	# of Women :	63
- Females as a % of total participants:		50.4%
- Female participants as a % of Ministry females:		273.9%

Occupational Distribution of Women in Ministry
and
Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	As of 31/03/83												As a % of Vacancies Filled	
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	82/83	81/82
Module														
Administrative	14	33.3	34.1	4	5(2)	97	22	8	6	12	8	1	25.0	20.0
Clerical	2	100.0	100.0	--	--	--	--	--	--	--	--	--	--	--
Operational	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Professional	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Technical	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Clerical Services	1	100.0	100.0	--	--	--	--	--	--	--	--	--	--	--
General Operational Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Office Services	6	100.0	100.0	--	--	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Technical Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Totals	23	45.1	47.1	4	5(2)	97	22	8	6	12	8	1	25.0	20.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

Women attended 11 Managerial/Supervisory courses, 35 Technical/Professional courses, 14 Interpersonal/Personal courses and 3 Secretarial/Clerical courses.

Women's overall participation rate in staff training was: 50.4% of courses and seminars attended by MBS staff, 49.5% of person-days committed to staff development and 45.8% of training dollars spent in courses and seminars.

Women were 39.3% of all attendees at Managerial/Supervisory courses/seminars, and 47.3% of of those attending Technical/Professional courses/seminars within the Secretariat.

Inventories

A Career Development Inventory form is completed by every employee annually and is reviewed by managers, to assist in career planning for all Secretariat employees. The inventory includes the employee's summary of short-term and long-term career goals, existing experience, experience and skills desired to be gained through on-the-job training, and an action plan to facilitate the accumulation of this experience.

Highlights

Of the females at Management Board Secretariat, 56.5% received Accelerated Career Development Opportunities through 16 initiatives.

In addition, the Secretariat provided 12 secondment opportunities to females from other Ministries to gain different skills and experience. Two of these secondees and one secondee from 1981/82 were successful candidates in competitions for Management Board Officers and are now on full-time staff at the Secretariat.

MINISTRY OF: MUNICIPAL AFFAIRS AND HOUSING **CHAPTER 22**

Total Number of Employees in the Ministry: 1,151

Women's Share of Ministry Employment: 53.3% (613)

Women's Share of Female OPS Employment: 2.1%

Salary Distribution

Women's average salary 1981/82: $19,700.
1982/83: $22,512.
An increase of 14.3%.

Men's average salary 1981/82: $30,734.
1982/83: $33,981.
An increase of 10.6%.

Women's average salary was 66.2% of men's in 1982/83 (compared to 64.1% in 1981/82), for a decrease in the wage gap of 2.1%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund 1
(plus: indirectly due to AAIF) - -

Other ACDs: 87

Total number of initiatives undertaken by Ministry women: 88

% of Ministry women this represents: 14.4%

Additional ACDs provided for women from other Ministries: - -

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level: a. 4
b. All other vacancies in under-represented classes filled by women: b. 8
(Total represents "a" plus "b" above. See Table on following page for further detail.) TOTAL 12

Allocation of Resources: Direct: $118,800. Indirect $ - -

Staff Training and Development

- Number of participants: # of Men : 1,424
  # of Women : 1,241

- Females as a % of total participants: 46.6%
- Female participants as a % of Ministry females: 202.4%

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	As of 31/03/83		% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	As a % of Vacancies Filled	
	No.	% of Total											82/83	81/82
Module														
Administrative	73	33.2	29.7	16(6)	4	416	39	105	9	49	5	4(3)	25.0	50.0
Clerical	9	100.0	91.7	--	--	--	--	--	--	--	--	--	--	--
Operational	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Professional	25	21.0	21.7	6	4	74	16	37	14	41	10	1	16.7	25.0
Technical	1	25.0	25.0	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	52	36.6	35.0	7	9	104	33	29	13	24	13	2	28.6	33.3
Clerical Services	198	79.5	80.0	1	3	8	1	8	1	3	0	0	0.0	66.7
General Operational Services	0	0.0	33.3	--	--	--	--	--	--	--	--	--	--	--
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	1	2.1	2.1	1	3	6	1	6	1	4	0	0	0.0	0.0
Office Services	213	96.4	96.5	1	3	24	24	4	4	4	3	1	100.0	0.0
Scientific and Professional Services	35	35.7	30.1	8	10	150	93	28	32	26	27	4	50.0	80.0
Technical Services	6	28.6	27.3	--	1	--	--	--	--	--	--	--	--	0.0
Totals	613	53.3	53.0	40(6)	37	732	207	217	74	151	58	12(3)	30.0	43.2

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

The total number of courses attended by Ministry staff was less than in 1981/82 by 596. Women's participation in staff training and development courses fell by 4.7%. There were 183 more men than women participating in courses during the year.

One woman was enrolled in a four week full-time special development sponsorship.

Inventories

In addition to the Human Resources computerized inventory of Ministry staff, the Affirmative Action Program office maintains a Career Inventory based on such information as current classification, education, career interests, goals and developmental needs. The system is cross-referenced by specialized skills, career interests and certificates or diplomas received and is accessed when managers wish to locate qualified applicants for job opportunities. In addition, Affirmative Action Program staff access the inventory to advise clients of vacancies in their indicated area of interest in addition to openings in under-represented classes both ministry-wide and service-wide.

Regional Delivery

Regional meetings were held in each of the four regions of the Province. Information seminars on Affirmative Action and sexual harrassment were held in Windsor. In the Ottawa-Carleton Housing Authority a similar seminar was held on sexual harrassment in conjunction with Human Rights officers.

A program officer assisted the Affirmative Action Council Regional Delivery Task Force in a workshop on Microtechnology.

Highlights

The Affirmative Action Program has continued the integration of targets and results into the MBR system within the Ministry. Managers are actively involved in the planning and implementation of career development for their female staff. Overall Ministry plans and results are reported to senior management on a semi-annual basis. The Program Manager and staff met with branch directors and senior management to discuss results of the 1981/82 MBR, the plan for 1982/83, and discussed issues and concerns.

The Program Manager attended Association of Ontario Housing Authority Regional meetings to promote Affirmative Action at the Managerial level. The Women's Advisory Committee of 90 women from the Ministry and larger Housing Authorities met twice during the year. The Toronto region meeting was planned, organized and run by the Central Core Committee, a volunteer group of committee representatives. A two-day regional meeting was held in Windsor for all staff. The Publications Committee, also a volunteer group, wrote and published three newsletters. The Affirmative Action Committee from Subsidies Branch held several noon-hour sessions on subjects such as sexual harassment and stress management.

Policy and procedures on personal harassment were finalized and approved for the Ministry. The Deputy Minister forwarded the new policy to all staff.

During 1982/83, the Ministry met the 30% objective in eleven classifications that are primarily in the middle management range as follows: General Administration AM-17 - 38.5%; Personnel Admin AM-19 - 50%; Personnel Admin. AM-20 - 100%; Systems Services AM-19 - 33.3%; Resources Planning and Mgmt. PM-18 - 50%; Finance Officer 3 - 33.3%; Real Estate Officer 2 - 50%, Clerk 2 Mail 37.5%, Data Processing Tech. 4 - 100%; Economist 1 - 100% and Designer 2 - 50%. At year-end, two under-represented areas are being filled on an acting basis. Personnel AM-17 and General Admin. AM-17 (which was a priority target in 1982/83).

Affirmative Action staff provided at least 33 women with career and personal counselling, in addition to 44 contacts in regards to outreach for positions in Municipal Affairs and Housing and other ministries.

MINISTRY OF: NATURAL RESOURCES — CHAPTER 23

Total Number of Employees in the Ministry:	4,187
Women's Share of Ministry Employment:	23.0% (961)
Women's Share of Female OPS Employment:	3.3%

Salary Distribution

Women's average salary	1981/82: $16,617. 1982/83: $19,019. An increase of 14.5%.
Men's average salary	1981/82: $24,584. 1982/83: $27,696. An increase of 12.7%.

Women's average salary was 68.7% of men's in 1982/83 (compared to 67.6% in 1981/82), for a decrease in the wage gap of 1.1%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	- -
(plus: indirectly due to AAIF)	- -
Other ACDs:	48
Total number of initiatives undertaken by Ministry women:	48
% of Ministry women this represents:	5.0%
Additional ACDs provided for women from other Ministries:	- -

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:	a.	8
b. All other vacancies in under-represented classes filled by women:	b.	5
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL	13

Allocation of Resources: Direct: $112,200. Indirect $ - -

Staff Training and Development

- Number of participants:	# of Men :	4,044
	# of Women :	983

- Females as a % of total participants:	19.6%
- Female participants as a % of Ministry females:	102.3%*

*This figure is misleading since unclassified female employees were listed as participants but only classified female employees are included in the total number of Ministry females.

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Class

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	As a % of Va cancies Fil 82/83	81/
Module														
Administrative	39	16.7	13.4	12(5)	30(13)	243	107	51	12	18	11	3(1)	25.0	6
Clerical	11	84.6	85.7	--	1(1)	--	--	--	--	--	--	--	--	100
Operational	0	0.0	0.0	1	--	24	0	4	0	4	0	0	0.0	-
Professional	7	2.4	1.8	16(2)	34(9)	323	20	129	1	76	0	0(0)	0.0	0
Technical	5	1.0	0.8	21(4)	50(10)	247	5	124	2	73	2	1(0)	4.8	6
Category														
Administrative Services	16	21.1	18.9	9	4	449	116	158	41	25	14	3	33.3	100
Clerical Services	403	79.3	79.5	--	--	--	--	--	--	--	--	--	--	-
General Operational Services	7	10.3	8.9	11	8	600	48	181	16	62	6	1	9.1	25
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	-
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	-
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	-
Maintenance Services	2	0.8	1.3	12(1)	8	171	0	52	0	39	0	0(0)	0.0	12
Office Services	383	98.7	99.0	--	--	--	--	--	--	--	--	--	--	-
Scientific and Professional Services	36	7.9	8.2	46(1)	117	1403	328	578	103	173	33	2(0)	4.3	9
Technical Services	52	3.8	3.9	75(4)	--	1716	132	832	42	317	27	3(0)	4.0	--
Totals	961	23.0	22.7	203(17)	252(33)	5176	756	2109	217	737	93	13(1)	6.4	9

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

Women comprised 19.6% of total participants in all types of courses, which represented a slight decrease from 20.7% in 1981/82. However women's share of the training dollars remained at approximately 17%. Of the total number of female participants 43.8% were enrolled in Technical/Professional courses compared to 32.3% in the previous year. However in Managerial Supervisory courses the percentage dropped to 9.6% from 13.2% in 1981/82.

Inventories

The Affirmative Action Program Office maintains an inventory of senior women employees in the Ministry of Natural Resources. Employee information such as classification level, position title and salary range for each woman is compiled from computerized Ministry IPPEB data and is up-dated on a semi-annual basis.

A computerized Human Resources Planning System was introduced by Personnel Services Branch in 1980 and has since been approved for Ministry-wide implementation. The System which operates independently of the Government-wide IPPEB System, was designed to provide accurate, up-to-date human resource information on Ministry employees. It is expected that when the System is fully operational it will serve a variety of functions including: maintaining a skills inventory, maintaining an inventory of promotable employees and serving as a personnel information storage and retrieval system. In addition, the System will be used as a manpower planning device which will assist managers in ensuring that sufficiently qualified personnel are available when and where they are required. By March, 1983 computerized data from one Region was compiled and the collection of data from a second Region was initiated. It is expected that the System will be fully implemented Ministry-wide by the 1984/85 fiscal year.

Regional Delivery

During the year a new policy on Affirmative Action was approved which will replace the Affirmative Action Representative network with a manager-centered system in order to increase accountability and effectiveness. However the two-tiered Representative System involving approximately 70 women was in place for much of the year and Representatives served to communicate information to their respective Regions/Groups and Districts/Branches.

The Representatives also held meetings for women employees during which local activities such as workshops and seminars were planned and organized for 353 women. The meetings often provided the opportunity for employees to discuss and resolve employment-related issues of concern. Field trips and tours of nurseries, fish hatcheries and Provincial Parks were organized to familiarize employees with Ministry operations. The Representatives were also involved in the preparation of 3 issues of the Affirmative Action Newsletter.

The Affirmative Action Program office co-ordinated this Ministry's participation in Regional Delivery Workshops which were sponsored by the Affirmative Action Council and the Women Crown Employees Office. In 1982/83

42 Ministry women attended career development workshops given in municipalities across the province. In addition, several women employees participated in the activities of Interministerial Committees in various localities.

Highlights

During the 1982/83 fiscal year the Affirmative Action Program underwent a major review. From the time that the Program was first introduced in the Ministry in 1975, M.N.R. had become highly successful in introducing career development activities and in making managers and employees aware of the relevant issues and objectives of Affirmative Action. The review was intended to build upon this success and to further strengthen the effectiveness of the Program by ensuring management responsibility for Program implementation and accountability for results achieved. In August of 1982 a position paper, which included recommendations for change, was circulated to managers throughout the Ministry for comment. Widespread support for the proposal was indicated and the recommendations were subsequently approved as the new Ministry policy on Affirmative Action. The main thrust of the new policy was to more clearly define the role of the Program in the Ministry and to integrate Affirmative Action with regular Ministry management processes. This was designed to result in the following: the establishment of management responsibility for Program implementation and to ensure accountability for results achieved through the Work Program Planning and Performance Monitoring Systems, re-defining the role of the Affirmative Action Program Office to place more emphasis on policy development and to exclude implementation activities, and replacing the Affirmative Action Representative network with a manager-centered system while ensuring the continued direct involvement of women employees.

By the end of the fiscal year a temporary Implementation Committee, composed of managers from across the Province, was established to assist in developing implementation strategies, particularly with recommending Work Planning Guidelines, identifying technical assistance needed by managers and developing strategies for folding the Program into existing management processes.

The Ministry's Affirmative Action priorities continued to emphasize the movement of women into the areas of entry and middle level management, as well as into technical and professional specialities. Although a Ministry-wide hiring freeze was in place for more than half of the fiscal year, 100% of the hire/promotion targets set in the above priority areas were met. In addition, managers provided 48 accelerated career development assignments involving 5.0% of the Ministry's classified women employees.

During the 1982/83 year the wage gap decreased by 1.1%; women's average salary was 68.7% of men's average salary. The occupational distribution of women continued to diversify as indicated by the increase in the total percentage of women in the 9 under-represented modules and categories from 16.2% in 1981/82 to 17.1% in 1982/83.

In the 1982/83 Junior Ranger Program for students, women slightly increased their proportion to 44.8%. This was a significant increase from 28.2% in 1975 when the Affirmative Action Program was established in the Ministry. Female summer students continued to be hired in all disciplines and female graduates were well represented in the seasonal unclassified staff.

MINISTRY OF: NORTHERN AFFAIRS **CHAPTER 24**

Total Number of Employees in the Ministry:	150
Women's Share of Ministry Employment:	50.7% (76)
Women's Share of Female OPS Employment:	0.3%

Salary Distribution

Women's average salary	1981/82: $18,864. 1982/83: $21,233. An increase of 12.6%.
Men's average salary	1981/82: $31,345. 1982/83: $34,826. An increase of 11.1%.

Women's average salary was 61.0% of men's in 1982/83 (compared to 60.2% in 1981/82), for a decrease in the wage gap of 0.8%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	1
(plus: indirectly due to AAIF)	1
Other ACDs:	4
Total number of initiatives undertaken by Ministry women:	6
% of Ministry women this represents:	7.9%
Additional ACDs provided for women from other Ministries:	- -

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:		a.- -
b. All other vacancies in under-represented classes filled by women:		b. 4
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL	4

Allocation of Resources: Direct: $15,400. Indirect $ - -

Staff Training and Development

- Number of participants:	# of Men :	18
	# of Women :	26
- Females as a % of total participants:		40.9%
- Female participants as a % of Ministry females:		23.7%

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	As of 31/03/83												As a % of Vacancies Filled	
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	82/83	81/82
Module														
Administrative	5	45.5	40.0	1	--	11	27	2	6	2	5	1	100.0	--
Clerical	5	83.3	100.0	--	--	--	--	--	--	--	--	--	--	--
Operational	--	--	0.0	--	--	--	--	--	--	--	--	--	--	--
Professional	2	14.3	15.4	2	--	103	76	8	30	7	8	1	50.0	--
Technical	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	8	19.0	18.2	1	3	55	35	24	13	2	3	0	0.0	33.3
Clerical Services	31	93.9	94.1	1	--	0	1	0	1	0	1	1	100.0	--
General Operational Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Office Services	22	95.7	100.0	--	--	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	3	14.3	12.5	1	2	81	8	26	4	13	1	1	100.0	0.0
Technical Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Totals	76	50.7	49.3	6	5	250	147	60	54	24	13	4	66.7	20.0

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development

The women's share of Staff Training and Development is 8.4% larger than their share of employment in the Ministry.

Women were 33% of Ministry participants in Managerial/Supervisory courses, and 53.8% of the courses women participated in were Technical/Professional; this is an improvement of 38.8% over 1981/82's 15%.

The female Ministry staff utilized 55.2% of staff training and development dollar allocations, a slight improvement over their 54.1% share in 1981/82.

Inventories

A career data inventory was initiated; however, this is no longer in use. A Human Resources Planning Committee is to be set up in 1983 to review career planning for all staff members.

Regional Delivery

The regional women were encouraged to participate in the workshops offered through the Regional Delivery Task Force.

The Co-ordinator, Human Resources and Affirmative Action, acted as the resource person for the Thunder Bay Interministerial Affirmative Action Committee, on behalf of the Affirmative Action Council. Two workshops emphasizing computer technology were sponsored by the Committee for 16 interministerial participants.

Highlights

In 1982, a complement position, "Co-ordinator, Human Resources and Affirmative Action", was established.

The Co-ordinator, Human Resources and Affirmative Action, was a member of the Advisory Committee to Women Crown Employees on the Affirmative Action Incentive Fund. One positive result was that, for the first time, Northern Affairs received money from the Incentive Fund for two accelerated career development assignments.

The Ministry of Northern Affairs holds membership in the Small Ministries Task Force and the Resources Ministries Committee. These groups provided opportunities for the Toronto Staff to attend workshops ranging from self defence to career planning strategies.

MINISTRY OF: REVENUE CHAPTER 25

Total Number of Employees in the Ministry:	3,843
Women's Share of Ministry Employment:	40.8% (1,569)
Women's Share of Female OPS Employment:	5.4%

Salary Distribution

Women's average salary	1981/82: $16,827. 1982/83: $19,088. An increase of 13.4%.
Men's average salary	1981/82: $25,873. 1982/83: $28,475. An increase of 10.1%.

Women's average salary was 67.0% of men's in 1982/83 (compared to 65.0% in 1981/82), for a decrease in the wage gap of 2.0%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund (plus: indirectly due to AAIF)	2 - -
Other ACDs:	49
Total number of initiatives undertaken by Ministry women:	51
% of Ministry women this represents:	3.3%
Additional ACDs provided for women from other Ministries:	- -

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:		a. 8
b. All other vacancies in under-represented classes filled by women:		b. 64
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL	72

Allocation of Resources: Direct: $57,581. Indirect $10,522.

Staff Training and Development

- Number of participants:	# of Men :	958
	# of Women :	599
- Females as a % of total participants:		38.5%
- Female participants as a % of Ministry females:		38.2%

Occupational Distribution of Women in Ministry
and
Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83 No.	Distribution of Ministry Women As of 31/03/83 % of Total	Distribution of Ministry Women % in 1981/82	Number of Vacancies (*) 82/83	Number of Vacancies (*) 81/82	Number of Applicants M	Number of Applicants F	Number Qualified M	Number Qualified F	Number Interviewed M	Number Interviewed F	Women Hired (*) Total No.	Women Hired (*) As a % of Vacancies Filled 82/83	Women Hired (*) As a % of Vacancies Filled 81/82
Module														
Administrative	98	15.9	14.8	120(40	99(20)	1087	183	767	124	339	54	12(4)	10.0	21.2
Clerical	14	51.9	70.0	--	--	--	--	--	--	--	--	--	--	--
Operational	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Professional	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Technical	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	166	10.7	9.7	207	72(1)	4637	626	4227	476	574	170	57	27.5	26.4
Clerical Services	1008	80.1	80.5	--	1	--	--	--	--	--	--	--	--	0.0
General Operational Services	0	0.0	0.0	1	1	141	5	11	0	11	0	0	0.0	0.0
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	2	22.2	25.0	--	2	--	--	--	--	--	--	--	--	0.0
Office Services	264	96.7	97.6	4	1	37	14	11	12	9	5	1	25.0	0.0
Scientific and Professional Services	1	100.0	100.0	--	--	--	--	--	--	--	--	--	--	--
Technical Services	16	16.5	16.7	4	6	41	14	12	5	15	10	2	50.0	66.7
Totals	1569	40.3	39.9	336(40	132(21	5943	842	5028	617	948	239	72(4)	21.4	24.2

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

There was a significant increase (58%) over last year in the number of women taking Managerial/Supervisory courses.

Women's proportion of Staff Training and Development funds increased slightly. The Ministry increased its overall spending on Staff Training and Development by 6.4%. The increase for educational assistance for women was 6.9% more than 1981/82, while the increase for men was 4.9%.

Of the recipients of the Ministry's Career Development fund (Fund for Employee Educational Development), 60% were women, and they used 70% of the expended fund; in 1981/82, only 52.9% of the recipients were women and only 40% of the expended funds went to women.

Inventories

The Affirmative Action Program maintains an informal inventory of senior women (at the AM-17 level and beyond); the information was compiled from women at this salary level who had expressed an interest in career advancement.

An inventory is maintained of those women at all levels of the Tax Auditor and Property Assessor career path.

An inventory is also kept of women in classifications which are regarded as "feeders" to certain under-represented areas in the Ministry. This includes women in the feeder streams to Tax Auditing, Property Assessment and middle levels of management.

Regional Delivery

The Affirmative Action Program Manager visited 24 regional offices of the Ministry. During those visits, staff members were given a presentation concerning the Affirmative Action Program and individual career counselling interviews were held for interested staff. Separate presentations were made to Regional Assessment Commissioners and Managers of the Province of Ontario Savings Offices. As a member of the Regional Delivery Task Force, the AAPM contributed to the design of a new workshop for women Crown employees - "Women in the Changing Workplace". The Affirmative Action Program Manager presented this workshop at four of the eight workshops given across the province.

Highlights

The Ministry projected 30 planned Accelerated Career Development assignments; in fact, 51 took place. After a career development assignment, a woman was promoted to Manager, Assessment Services, a senior position in the Property Assessment Division. Lunch-hour Career Development workshops were presented to women in a major branch of the Tax Revenue Division.

For the first time, a woman became the District Manager of a Retail Sales Tax District Office. Two significant career progressions for women took place: a woman became a senior member of the Ministry's Management Systems Branch (Systems AM-21), and a woman was promoted to the classification of AGA-21. Through the mechanism of the Revenue Career Advancement Program, 45 women bridged into the Tax Auditing and Property Assessment professional areas. The entry levels for Property Assessment classifications (Property Assessor 1 and 2) now have over 30% women.

The Program Manager made major presentations to all Ministry Senior Management Committees, including a presentation to the Ministry's Management Conference sponsored by the Deputy Minister. The AAPM also designed a planning and reporting format for Affirmative Action accelerated career development assignments.

As a result of an active publicity campaign, the number of women using the Fund for Employee Educational Development increased from 52% to 60%, and 70% of the money spent on career related courses in the Ministry was spent on women. As well, the Affirmative Action Program Manager and staff visited 24 regional offices, where she presented an overview of the Affirmative Action Program and conducted personal career interviews for all interested staff members.

The Affirmative Action Program Manager was the President of the Affirmative Action Council, and participated on the Regional Delivery Task Force with the Affirmative Action Program Assistant. The Affirmative Action Program Assistant was a member of the Impact of New Technology Task Force.

MINISTRY OF: THE SOLICITOR GENERAL **CHAPTER 26**

Total Number of Employees in the Ministry: 5,891

Women's Share of Ministry Employment: 15.0% (884)

Women's Share of Female OPS Employment: 3.1%

Salary Distribution

Women's average salary 1981/82: $17,030.
1982/83: $19,212.
An increase of 12.8%.

Men's average salary 1981/82: $28,984.
1982/83: $29,510.
An increase of 1.8%.

Women's average salary was 65.1% of men's in 1982/83 (compared to 58.8% in 1981/82), for a decrease in the wage gap of 6.3%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund 3
(plus: indirectly due to AAIF) 1

Other ACDs: 31

Total number of initiatives undertaken by Ministry women: 35

% of Ministry women this represents: 4.0%

Additional ACDs provided for women from other Ministries: 1

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level: a. 11
b. All other vacancies in under-represented classes filled by women: b. 18
(Total represents "a" plus "b" above. See Table on following page for further detail.) TOTAL 29

Allocation of Resources: Direct: $113,601. Indirect $ - -

Staff Training and Development

- Number of participants: # of Men : 3,949
  # of Women : 264

- Females as a % of total participants: 6.3%
- Female participants as a % of Ministry females: 29.9%

Hire / Promotion Progress Report In Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	As of 31703/83												As a % of Vacancies Filled	
	No.	% of Total	% In 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	82/83	81/82
Module														
Administrative	14	30.4	26.1	1(1)	4(1)	--	--	--	--	--	--	1(1)	100.0	50.0
Clerical	11	84.6	84.6	--	--	--	--	--	--	--	--	--	--	--
Operational	1	4.0	4.2	1	1	0	1	0	1	0	1	1	100.0	0.0
Professional	2	6.3	3.8	11	2	176	10	16	1	42	3	1	9.1	50.0
Technical	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	8	4.9	5.2	23	24	311	27	32	1	71	2	0	0.0	0.0
Clerical Services	93	69.4	68.2	--	4	--	--	--	--	--	--	--	--	0.0
General Operational Services	44	13.3	13.1	16	46	58	3	37	3	55	3	3	18.8	8.7
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	102	2.4	2.3	315'	433'	54	4	8	0	24	0	20'	6.3	9.0
Maintenance Services	116	33.5	36.5	6	14	23	2	13	0	20	2	0	0.0	7.1
Office Services	456	97.4	97.7	--	--	--	--	--	--	--	--	--	--	--
Scientific and Professional Services	16	28.6	21.2	6	3	121	61	12	9	22	11	3	50.0	0.0
Technical Services	21	38.9	39.6	--	1	--	--	--	--	--	--	--	--	0.0
Totals	834	15.0	15.4	379(1)'	532(1)'	743	108	118	15	234	22	29(1)'	7.7	8.8

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

(') 20 out of 312 vacancies for Probationary Constable, Constable and Corporal in the O.P.P. were filled by women in 1982/83. Successful candidates are selected from the ranks of the next rank below the pertinent one, subject to O.P.P. recruitment/training procedures, such that for these vacancies there are no appropriate statistics for "# of Applicants/# Qualified/# Interviewed." (1981/82 equivalent variance was 16 women, 124 total).

Staff Training and Development Highlights

For the first time, data on the Staff Training and Devlopment activities of the Ontario Provincial Police has been made available for purposes of reporting; therefore, previous years' data are not actually comparable to 1982/83.

Women's share of Staff Training and Development was 6.3% overall; using the comparable data for 1981/82 and 1982/83, women's share would show an increase of 8% (from 36.6% to 44.6% of total participants).

The proportion of funds spent on women for Staff Training and Development activities was 34.2%, comparing favourably with their 15.0% representation in the Ministry and their 6.3% representation in Staff Training and Development overall.

Of the women involved in Staff Training and Development, a majority (54.2%) took courses of a Managerial/Supervisory or a Technical/Professional nature.

Inventories

The Ministry has several Inventories, including an inventory of all Ministry female employees by classification, an inventory of Senior Women in the Ministry, and an inventory of all female employees in the regions, by district, detachment and classification.

The Career Goal Inventory includes women identified and/or requesting accelerated career development, by current classification, education, experience, type of a.c.d. requested and next step (i.e. classification) in career path.

The Ministry also has an inventory of submissions from Agency Heads, Managers and Branch Directors identifying specific areas for on-the-job training throughout the Ministry.

Regional Delivery

In 1982/83, the Program Manager travelled to Regional Offices in Brampton, Aylmer, Burlington, Chatham, Cochrane, Thunder Bay, London and Brockville. Workshops were held for Barrie and Long Sault Districts, and counselling was available to all Regional women.

News packages are sent regularly to regions. "Scanner", the newsletter from the Human Resources Development Office, focussed a great deal of attention on Affirmative Action and Regional activities. The Ontario Police College in Aylmer now has an Equal Opportunity Committee.

The office's Residential Seminar had Regional representation, and female employees of the Ministry attended Regional Delivery days, sponsored by the Ontario Affirmative Action Council.

Highlights

The 1982/83 Affirmative Action Program continued to concentrate on Management Accountability and Accelerated Career Development activities. Branch Heads and Branch Directors submitted plans to the Deputy Minister, identifying candidates for career development as well as on-the-job training areas in their Offices/Branches. They reported Affirmative Action results to the Deputy Minister semi-annually.

Accelerated Career Development included on-the-job training, job rotation, acting appointment and secondment, and the original projections for 1982/83 were achieved and actually doubled. The Affirmative Action Incentive Fund was accessed in full. The Ministry's on-the-job training program remains the cornerstone of Affirmative Action in this Ministry. The program has been enthusiastically received by managers and trainees alike. There has been a "snowballing" effect attributed to this program--there has been a significant positive impact for both male and female staff. Skills acquired have assisted women in their career paths to entry-level and middle management, technical and professional classifications. On-the-job training opportunities have included experience in Internal Audit, microtechnology, Intelligence and Human Resources.

The A.A.P.M. visited various regional offices, including Burlington, Chatham, Cochrane, Thunder Bay, London and Brockville. Workshops were held in Barrie and Long Sault. Two Career Development sessions were held for female employees in the Toronto area. Ministry news packages were regularly sent to all District Offices. The A.A.P.M. was Chair of the Affirmative Action Council's Regional Delivery Task Force.

A presentation on the Affirmative Action Program was made to all managers in the Forensic Sciences Centre. The Equal Opportunity Advisory Committee and Task Forces continued to address problem areas and initiate activities to reflect or meet employee needs. They offered lunch-hour workshops and courses, including "Strategies for Success" and a Residential Seminar. Scanner, the bi-monthly Ministry newsletter, was published with a new masthead. The three Human Resources Libraries were updated and maintained by three Ministry volunteers. Affirmative Action material is housed in all locations.

The data base was updated with the Annual Statistics Report being printed and distributed. Close monitoring of competitions in under-represented classes took place and post-audit of all competitions in the Ministry was conducted by the A.A.P.M.

The Human Resources Development Advisor offered career, academic and personal counselling to women in the Ministry, as well as consultation to Managers in relation to staff and individual problems and concerns. She visited regional offices and implemented the Ministry's Performance Appraisal System with an Affirmative Action component.

MINISTRY OF: TOURISM AND RECREATION **CHAPTER 27**
-includes Ontario Place Corporation

NOTE: This Ministry is one of three "new" ministries constructed from the re-alignment of the Ministry of Industry and Tourism and the Ministry of Culture and Recreation. The data accumulated during this year of transition has no previous years' information for use as comparisons.

Total Number of Employees in the Ministry:	541
Women's Share of Ministry Employment:	41.8% (226)
Women's Share of Female OPS Employment:	0.8%

Salary Distribution

Women's average salary 1982/83: $21,834.

Men's average salary 1982/83: $27,720.

Women's average salary was 78.8% of men's in 1982/83.

Accelerated Career Development Initiatives

Due to the activity required for the successful amalgamation of the two parts of the Ministries into one, no ACD's were undertaken in 1982/83.

Additional ACDs provided for women from other Ministries: 1

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level:	a.	2
b. All other vacancies in under-represented classes filled by women:	b.	0
(Total represents "a" plus "b" above. See Table on following page for further detail.)	TOTAL	2

Allocation of Resources: Direct: $- - Indirect $ - -
(Shared Resources: listed with Ministry of Industry and Trade)

Staff Training and Development

- Number of participants:	# of Men :	54
	# of Women :	51
- Females as a % of total participants:		48.6%
- Female participants as a % of Ministry females:		22.6%

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women As of 31/03/83			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	As a % of Vacancies Filled 82/83	As a % of Vacancies Filled 81/82
Module														
Administrative	34	35.4	N/A	4(1)	N/A	16	7	11	4	11	4	2(1)	50.0	N/A
Clerical	6	100.0	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Operational	0	0.0	N/A	1	N/A	2	0	2	0	2	0	0	0.0	N/A
Professional	1	10.0	N/A	1	N/A	29	3	3	0	3	0	0	0.0	N/A
Technical	0	0.0	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Category														
Administrative Services	51	37.8	N/A	5	N/A	369	72	44	7	34	4	0	0.0	N/A
Clerical Services	37	78.7	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
General Operational Services	4	9.0	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Institutional Care	--	--	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Correctional Services	--	--	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Law Enforcement Services	--	--	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Maintenance Services	2	2.6	N/A	1	N/A	39	1	6	1	6	1	0	0.0	N/A
Office Services	83	100.0	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Scientific and Professional Services	2	33.3	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Technical Services	6	28.6	N/A	--	N/A	--	--	--	--	--	--	--	--	N/A
Totals	226	41.8	N/A	12(1)	N/A	455	83	66	12	56	9	2(1)	16.7	N/A

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

The percentage of female staff receiving staff development (22.6%) exceeded the percentage of male staff (17.1%) receiving the same. Female staff received an equivalent amount of training dollars (41.6%) to their representation in the Ministry (41.8%). The courses women participated in within the Recreation Division, claimed sixty percent of the person days spent on staff development by that division, and all fell into the professional category.

Inventories

An inventory of all women who have expressed an interest in career development initiatives through performance review and personal contacts is frequently referred to by the Affirmative Action Manager, often at the request of senior staff.

An inventory of eligible female civil servants with interest in and skills required by the Ministry was initiated in order to address the need to generate a pool of qualified female candidates under the current constraints.

Regional Delivery

Active participation by the field offices in the Regional Delivery Task Force activities and interministerial activities in Thunder Bay is ensured by the Manager. Regular liaison was made with the Tourism representative on the new Sault Ste. Marie Interministerial Committee. Most field locations have fewer than five female staff.

Highlights

In the establishment of the Ministry, women were well represented in those new areas created for program planning and financial analysis. The two AM-21 positions created in that area were both won by female candidates and three of four AM-18 positions also have female incumbents.

One manager of an area predominantly female (travel counsellors) was reclassified to the AM-20 level, recognizing the scope and complexity of her position.

The Ministry of Tourism and Recreation was formed during the 1982/83 fiscal year and the process of amalgamation, as well as that of appointing a Manager for the new Ministry, limited the amount of activity that was possible in 1982/83.

MINISTRY OF: TRANSPORTATION AND COMMUNICATIONS **CHAPTER 28**

Total Number of Employees in the Ministry:	9,736
Women's Share of Ministry Employment:	17.7% (1,725)
Women's Share of Female OPS Employment:	6.0%

Salary Distribution

Women's average salary 1981/82: $16,454.
1982/83: $18,988.
An increase of 15.4%.

Men's average salary 1981/82: $21,700.
1982/83: $24,364.
An increase of 12.3%.

Women's average salary was 77.9% of men's in 1982/83 (compared to 75.8% in 1981/82), for a decrease in the wage gap of 2.1%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund (plus: indirectly due to AAIF)	13 - -
Other ACDs:	68
Total number of initiatives undertaken by Ministry women:	81
% of Ministry women this represents:	4.7%
Additional ACDs provided for women from other Ministries:	1

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level: a. 7
b. All other vacancies in under-represented classes filled by women: b. 28
(Total represents "a" plus "b" above. See Table on following page for further detail.) TOTAL 35

Allocation of Resources: Direct: $114,056. Indirect $4,165.

Staff Training and Development

- Number of participants: # of Men : 3,704
  # of Women : 979
- Females as a % of total participants: 20.9%
- Female participants as a % of Ministry females: 56.8%

Occupational Distribution of Women in Ministry and Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	As of 31/03/83												As a % of Vacancies Filled	
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F	Total No.	82/83	81/82
Module														
Administrative	67	13.6	12.4	65(43)	91(23)	483	138	146	47	88	27	18(11)	27.7	13.2
Clerical	27	49.1	50.9	4(1)	9	15	13	9	6	9	7	2(0)	50.0	0.0
Operational	0	0.0	0.0	25	19	148	0	112	0	116	0	0	0.0	0.0
Professional	12	2.5	5.0	26(14)	64(13)	454	27	146	10	50	1	1(1)	3.8	9.4
Technical	3	0.6	0.4	8	10(4)	78	0	66	0	47	0	0	0.0	0.0
Category														
Administrative Services	93	12.2	10.4	58	120	747	144	257	45	157	33	9	15.5	24.2
Clerical Services	840	68.7	67.8	1	2	0	2	0	1	0	1	1	100.0	0.0
General Operational Services	13	6.7	6.4	2	14	42	24	14	3	9	3	0	0.0	14.3
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	21	0.7	0.6	131	183	987	15	541	10	336	7	2	1.5	2.2
Office Services	521	93.9	94.5	--	1	--	--	--	--	--	--	--	--	100.0
Scientific and Professional Services	24	16.9	9.6	5	1	61	6	28	2	25	2	1	20.0	100.0
Technical Services	104	5.3	5.1	33	72	397	30	136	6	96	4	1	3.0	6.9
Totals	1725	17.7	17.9	358(58)	586 (40)	3412	399	1455	130	933	85	35(12)	9.8	10.2

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

During 1982/83, the total number of participants involved in Staff Training and Development dropped 30.8% with marked decreases in the areas of Technical/Professional and Managerial/Supervisory training. However, women's total share of training (20.9%) was greater than their Ministry representation (17.7%) and increased from previous years.

Women comprised 19% of the participants on internal (MTC and CSC) courses as compared to 14.2% in 1981/82 and 13.4% in 1980/81. The percentage of women enrolled in Managerial/Supervisory courses significantly increased to 16.2% as compared to 8.6% in 1981/82 and 15% in 1980/81.

In addition, of the 518 employees enrolled in external courses, 189 (36.5%) were women.

Inventories

A Career Development System Inventory is maintained in the Affirmative Action Program Office. This Inventory includes formal education, work history and skills, and career goals and/or interests of MTC women. It is accessed to identify women interested in specific career fields, and to nominate them for Ministry developmental opportunities to assist them in attaining their career goals.

Regional Delivery

The Ministry's network of Regional Affirmative Action representatives includes 5 Council Members and 34 Unit Representatives in the Regional and District offices. The Network provides a communication and information dissemination system for the Program and related staff concerns.

In addition, a communication link has been established with each region via an Affirmative Action Regional Co-ordinator. The Co-ordinator acts as the Affirmative Action management liaison for each Region and is responsible for working with managers to co-ordinate the development and implementation of Affirmative Action initiatives.

Highlights

A Computer Application Training Program was established to provide on-the-job experience and formal training to women within the Ministry to help them qualify for systems-related positions in the user areas. Four women completed this 6-8 month training program during 1982/83.

Management Development Opportunities were initiated to provide developmental opportunities for women with the potential and interest to progress into entry and middle management level positions.

Two women were appointed to Executive Director Acting positions.

Resources Management Committee set up and allocated a Ministry Incentive Fund of $62,000 to provide managers with salary and D.O.E. dollars to back-fill for candidates on these and other Accelerated Career Development assignments. Eleven assignments were initiated due to this Incentive Fund.

The Ministry Affirmative Action Council co-ordinated the publication of four issues of the "Working Together" Newsletter with the purpose of increasing employees' understanding of Affirmative Action programs and activities.

A two-day Affirmative Action Conference was held for 70 Unit Representatives and Council Members and highlighted a Staff Training session on Career Planning and a panel of MTC women in non-traditional jobs.

Affirmative Action Program staff conducted 85 career- and work-related counselling sessions with female staff.

MINISTRY OF: TREASURY AND ECONOMICS

CHAPTER 29

Total Number of Employees in the Ministry:	361
Women's Share of Ministry Employment:	52.4% (189)
Women's Share of Female OPS Employment:	0.7%

Salary Distribution

Women's average salary
1981/82: $22,356.
1982/83: $24,805.
An increase of 11.0%.

Men's average salary
1981/82: $32,863.
1982/83: $35,718.
An increase of 8.7%.

Women's average salary was 69.4% of men's in 1982/83 (compared to 68.0% in 1981/82), for a decrease in the wage gap of 1.4%.

Accelerated Career Development Initiatives

Number of ACD initiatives under the A. A. Incentive Fund	- -
(plus: indirectly due to AAIF)	- -
Other ACDs:	10
Total number of initiatives undertaken by Ministry women:	10
% of Ministry women this represents:	5.3%
Additional ACDs provided for women from other Ministries:	- -

Breakthroughs

a. First woman, or one of very few women, at a level or a particular position within a level: a. 2
b. All other vacancies in under-represented classes filled by women: b. 1
(Total represents "a" plus "b" above. See Table on following page for further detail.) TOTAL 3

Allocation of Resources: Direct: $30,523. Indirect $ - -

Staff Training and Development

- Number of participants: # of Men : 241
  # of Women : 231
- Females as a % of total participants: 48.9%
- Female participants as a % of Ministry females: 122.2%

Occupational Distribution of Women in Ministry
and
Hire / Promotion Progress Report in Under-Represented Classes

Occupational Module / Category	Distribution of Ministry Women			Number of Vacancies (*)		Number of Applicants		Number Qualified		Number Interviewed		Women Hired (*)		
	As of 31/03/83											Total No.	As a % of Vacancies Filled	
	No.	% of Total	% in 1981/82	82/83	81/82	M	F	M	F	M	F		82/83	81/82
Module														
Administrative	18	37.5	29.2	2	1	238	36	27	3	8	2	1	50.0	0.0
Clerical	6	85.7	85.7	1	--	15	1	5	0	4	0	0	0.0	--
Operational	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Professional	38	30.2	29.5	14(11)	12(6)	71	89	50	11	29	13	2(2)	14.3	25.0
Technical	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Category														
Administrative Services	9	39.1	40.9	--	2	--	--	--	--	--	--	--	--	0.0
Clerical Services	58	77.3	73.4	--	1	--	--	--	--	--	--	--	--	0.0
General Operational Services	0	0.0	0.0	1	1	35	0	7	0	6	0	0	0.0	0.0
Institutional Care	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Correctional Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Law Enforcement Services	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Maintenance Services	0	0.0	0.0	--	--	--	--	--	--	--	--	--	--	--
Office Services	44	97.8	97.7	--	1	--	--	--	--	--	--	--	--	0.0
Scientific and Professional Services	9	42.9	42.9	--	--	--	--	--	--	--	--	--	--	--
Technical Services	7	87.5	87.5	--	--	--	--	--	--	--	--	--	--	--
Totals	189	52.4	50.1	18(11)	18(6)	359	126	89	14	47	15	3(2)	16.7	16.7

(*) Waivers of competition for Management classes and surplus placements (Article 24 of the Collective Agreement) for Bargaining Unit classes are listed separately in brackets and included only in "No. of Vacancies" and "Women Hired".

Staff Training and Development Highlights

Over the past three years, participation by Ministry women in Staff Training and Development has increased by 73.7%. In 1982/83 female participation in staff development exceeded their share of Ministry employment (many women took more than one course).

The numbers of women participating in courses of a Managerial/Supervisory nature are increasing: in 1981/82 only 3% of all courses taken by women fell into this category, whereas in 1982/83 Managerial/Supervisory courses accounted for 25% of the female total.

Female participation in courses with a Technical/Professional content have remained high, accounting for over half (58%) of all courses taken by women.

Inventories

The Ministry maintains a Human Resources Inventory, listing all employees, detailing: employee name, sex, classification, date of classified appointment and branch. All this information is categorized by occupational module and classification so that feeder groups for all vacancies are easily identified. It is accessed regularly by the AAPM to notify women of career opportunities and to assist in planning accelerated career development initiatives.

Highlights

In keeping with employees in the Ministry who have an interest in moving into administrative and/or management positions, the ministry sponsored two 1-day workshops, "The Nuts and Bolts of Managing in the Ontario Government". It was designed to promote a greater understanding of management functions within government and development of skills in the appropriate areas. Overall, there were 54 participants.

In addition, 18 employees attended a half-day seminar on strategic planning sponsored by the Ministry. Participants were provided with a basic overview of strategic planning and senior level decision-making processes.

An Affirmative Action Newsletter was initiated to provide outreach and serve basic information needs of Ministry employees. Information is published quarterly on developmental activities within the Ministry, as well as various other topics and upcoming events relevant to the Affirmative Action Program.

The Ministry published a brochure on "Accelerated Career Development and Affirmative Action MBR Planning". The brochure was prepared to assist managers in developing action plans which address affirmative action goals and objectives. It is intended to be an extension of the performance appraisal process and a planning tool for highlighting developmental needs, expectations and costs.

The Ministry's Affirmative Action Program Manager chaired the Affirmative Action Council's Task Force on Public Relations and participated on the Impact of New Technology Task Force.

A significant number of the Ministry's under-represented classes have small populations and, in many cases, low turnover rates, which make it difficult to set targets. In the absence of priority formula targets, the Ministry continued its commitment to the program by setting and meeting 2 non-formula targets at the PM-19 level, Economics and Statistics group in the Professional Module.

THE LIQUOR CONTROL BOARD OF ONTARIO

CHAPTER 30

Total Number of Employees: 3,477

Women's Share of Board Employment: 8.9% (311)

Occupational Characteristics

Total Number of Store Employees: 2,619

Women's Share of Store Employment: 5.6% (146)
(an increase of 1%)

46.9% of total female employees are in the store system.

3 women in the store system are Store Managers.

23 more women are employed by the Board than in 1981/82, although the total number of employees has decreased.

Salary Distribution

Women's salary in 1982/83:

(1)	.3%	- $12,000
(1)	.3%	- $14,000
(18)	5.8%	- $16,000
(30)	9.6%	- $18,000
(61)	19.6%	- $20,000
(200)	64.3%	- over $20,000
(311)	100 %	

Women decreased their representation in the below $18,000 range and increased representation in the $20,000 and over range.

Outline of 1982/83 Action Plans

Executive Policy Commitment and Involvement

During 1982/83, the Chairman and General Manager continued to support the program and communicated goals and objectives via memorandum to all employees. A Statement of Principles between the LCBO and the Ontario Human Rights Commission dealing with Personal Harassment was issued to all employees.

Assignment of Responsibility

The full-time Program Manager reports directly to the Assistant General Manager of Personnel Administration.

She is responsible for the overall planning and co-ordination of the Affirmative Action Program and meets regularly with the Assistant General Manager to discuss problems and initiatives, and makes recommendations to ensure positive results are achieved.

The Program Manager is an associate member of the Affirmative Action Council and attends monthly meetings.

Allocation of Resources: Direct: $52,580

The Program Manager developed and administered a separate budget.

Clerical assistance was provided when required.

Information Systems

Staff Training & Development

12 women participated in Management Development Workshops.

Career Development

A total of 59 women participated in various Professional Development Seminars and related workshops.

A total of 14 women applied for Financial Tuition Assistance and successfully completed courses.

Recruitment, Selection and Promotion

The Program Manager continued to monitor competitions in under-represented areas and was a participant in the competition process at selected interviews.

During the fiscal year, 17 women were promoted.

Of the total hires, 26.1% or 41 were women.

Of these women, 29 were hired in non-traditional positions, e.g. store clerks, and warehouseworkers.

Breakthroughs

One woman was promoted to Manager of a Liquor Store.

Another significant breakthrough occurred when a woman was promoted from the Secretarial stream to the position of Lab Technician.

Regional Program Delivery

The Program Manager visited several districts throughout the province and delivered seminars on the new Ontario Human Rights Code with particular emphasis given to Sexual Harassment. Meetings regarding the Program were held with new Managers, Area Managers and District Supervisors.

Four noon-hour sessions about sexual harassment were presented for all employees at Head Office, sponsored by the Affirmative Action Program.

Staff Training and Development continued to include Affirmative Action as part of the agenda and monthly presentations were made to Assistant Managers.

An updated brochure on Affirmative Action was published, and continues to be included in the new employees' Orientation Kit.

A newsletter entitled "The Balance" was published and issued quarterly to all female employees.

NIAGARA PARKS COMMISSION

CHAPTER 31

Agency Description

Total Number of Employees:	248
Women's Share of N.P.C. Employment:	25.8% (64)

Occupational Characteristics

OCCUPATIONAL MODULE/CATEGORY	DISTRIBUTION OF WOMEN		% OF WOMEN IN N.P.C.
	# AS OF 31/03/83	% OF MOD./CAT.	
MODULES:			
Administrative	0	0	0
Clerical	1	25.0	1.6
Operational	0	0	0
Professional	0	0	0
Technical	0	0	0
CATEGORIES:			
Administrative Services	0	0	0
Clerical Services	18	85.7	28.0
General Operational Services	10	13.8	15.6
Maintenance Services	0	0	0
Office Services	11	100	17.2
Scientific and Professional Services	1	33.3	1.6
Technical Services	1	50	1.6
Retail Manager	9	36.4	14.1
Retail Sales Clerk	13	92.9	20.3
TOTALS	64	25.8%	100.0

Staff Training and Development Highlights

Of the 48 staff members attending courses, 14 or 29.2% were women, comparing quite favourably with their 25.8% representation in the Commission. Women's share of the training dollar was 16.6% ($562.75), while men's share was $2,822.00.

There were 40 courses attended in all, including a 3 day seminar facilitated by the Director of Personnel.

Highlights

The Manager of the Queenston Heights Restaurant, in addition to her regular duties, is the Women's Co-ordinator for the Niagara Parks Commission. The Women's Advisory Committee meets once a month during the off-season to discuss any areas of concern which may exist.

The Women's Affirmative Action Manager/Co-ordinator reports directly to the General Manager of the Niagara Parks Commission, who provides his full support and involvement in the program.

Three Noon-Hour Programs were held during the off season, and were well attended by both men and women. As well, a presentation was given to the members of the Women's Affirmative Action Committee and also the Department Heads for the Niagara Parks Commission, by Terry Bisset , Affirmative Action Program Manager at one of the Ministries of the O.P.S.

Several hirings/promotions took place through the 1982/83 year, including three which could be considered "breakthroughs": a female was hired permanently as a Pastry Chef, a female was hired (out of 138 applicants) for a new position, Group Sales Co-ordinator; and a female sales clerk was promoted to Seasonal Manager in the Horticulture Department.

T. V. ONTARIO CHAPTER 32
(Ontario Educational Communications Authority)

Agency Description

Total Number of Employees: 408

Women's Share of Agency Employment: 52.2% (213)

Occupational Characteristics

The breakdown of category and salary bands is unique to this Agency due to the Personnel and Payroll Systems in effect at TV Ontario.

By-Law Salary Level*	Male		Female		Total	
	#	% Cat.	#	% Cat.	#	% of Employees
1	4	100.0	-	-	4	1.0
2	6	85.7	1	14.3	7	1.7
3	14	82.4	3	17.6	17	4.2
4	7	70.0	3	30.0	10	2.5
5	30	61.2	19	38.8	49	12.0
6	9	64.3	5	35.7	14	3.4
7	10	62.5	6	37.5	16	3.9
8	4	44.4	5	55.6	9	2.2
9	6	22.2	21	77.8	27	6.6
10	3	25.0	9	75.0	12	2.9
11	-	-	3	100.0	3	0.7
12	3	75.0	1	25.0	4	1.0
13	-	-	3	100.0	3	0.7
14	-	-	19	100.0	19	4.7
15	-	-	12	100.0	12	2.9
16	-	-	-	-	-	-
17	99	49.0	103	51.0	202	49.6
TOTAL	195	47.8	213	52.2	408	100.0

* Salary Level Description

1) Executive Management

2)
3) Senior Management
4)

5) Middle Management
6)

7)
8) Supervisory/Professional
9)

10)
11) Officer/Professional
12)

13)
14) Administrative/Secretarial
15)
16)

17) Bargaining Unit

Salary Distribution

Women's average salary was $24,392 compared to $22,043 in 1981/82, for an increase of $2,349 (10.6%).

Men's average salary was $32,325 compared to $30,051 in 1981/82, for an increase of $2,274 (7.6%).

Women's average salary in 1982/83 was 75.4% of men's compared to 73.4% in 1981/82, for a decrease in the wage gap of 2%. In part, this occurred as a direct result of a constraint of 6% on the top four levels, where most of the higher salaried positions are held by men.

Outline of 1982/83 Action Plans

Assignment of Responsibility

This year's activities directly reflect TV Ontario's interest in concentrating greater resources on Human Resource Planning and Staff Training and Development activities. The Personnel Planning and Development Officer (formerly HRD Officer) continues to serve as the Women's Advisor and to represent TV Ontario as an associate member on the Affirmative Action Council. In addition she also served as TV Ontario's representative at the UNESCO Subcommission on the Status of Women annual meeting in Ottawa.

Allocation of Resources: Direct: $16,000. Indirect: $1,700.

Management Participation and Accountability

As a result of the Report 1981/82 on the Status of Women Crown Employees, a discussion with members of the Board of Directors was held concerning an interest in learning more about equal pay for work of equal value. A proposal for an agenda for a special meeting was agreed upon for 1982/83. In addition, copies of the full report were distributed to all management by the Executive Director.

Information Systems

Staff Training and Development

During 1982/83, 37 women were financed by TV Ontario to participate in courses offered at educational institutions. This represents 67% of all requests which were funded.

The Women's Advisor participated in the expanded orientation program for new employees, describing her role and the information and assistance available to TV Ontario employees.

Arrangements were made for 10 interested women to attend the American Women in Radio and Television Conference held in Toronto.

A "needs" analysis of support staff was conducted to ascertain interests and needs for developmental workshops in the coming fiscal year. A number of topics were identified around the issue of career planning. These are being included in the 1983/84 workplan objectives.

A special seminar was held with noted author and speaker, Heather Menzies, addressing the issue of the Impact of Computer Technology on the Workplace and Women's Employment. A number of members of the Affirmative Action Council Task Force on the Impact of New Technology attended the seminar.

Highlights

A proposal was made during this fiscal year to examine the impact of VDTs on the workplace. A survey of key user areas was undertaken. A report with recommendations will be provided in the coming year.

Of the 37 new hires during 1982/83, 21 (56.8%) were women, who filled positions in Bargaining Unit (11), Administrative/Secretarial (2), Officer (5), Supervisory (1) and Managerial (2) levels.

A breakthrough occurred with a woman being hired into the Master Control area as an Operations Technician; this is actually the second such placement.

THE WORKERS' COMPENSATION BOARD CHAPTER 33

Agency Description

Total Number of Employees as of December 31, 1982: 3,129

Women's Share of Board Employment: 63.9% (2,000)

Occupational Scale	Number of Women		Women as % of Scale		% of all Women Employees	
	1982	1981	1982	1981	1982	1981
Management & Senior Admin.	557	513	39.0	38.1	27.9	26.1
Treatment	114	114	72.1	74.0	5.7	5.8
Industrial	29	28	23.7	22.8	1.4	1.4
Clerical	1,300	1,313	91.4	92.3	65.0	66.7
TOTAL	2,000	1,986	63.9	64.6	100%	100%

Summary of Occupational Changes From 1981 to 1982

During 1982, the W.C.B. increased the number of its employees by 84 (2.8%); 32 (38.1%) were women and 52 (61.9%) were men. At the end of 1981, 64.6% of W.C.B. employees were women, compared to 63.9% at the end of 1982.

Women's representation in the Management and Senior Administrative Scale has been steadily increasing since 1976, at which time it was 26.0%. This trend continued in 1982:

1981 - 38.1% of Management and Senior Administrative Scale were women
1982 - 39.0% of Management and Senior Administrative Scale were women

Women's average salary was 74.9% of men's in 1982. This is an 11.8% increase over the 1981 figure of 63.1%. Women's increased representation in the Management and Senior Administrative scale, together with strong equal opportunity employment practices, have contributed to this decrease in the wage gap.

Outline of 1982 Action Plans

The Equal Opportunity Action Plan for 1982 was presented to Management Committee by the Human Rights and Equal Opportunity Co-ordinator and was approved.

The full-time Human Rights and Equal Opportunity Co-ordinator reports to the Vice-Chairman of Administration and General Manager, and discusses various issues with the Executive Director of the Human Resources Division on a regular basis.

Direct support staff consists of one full-time Program Assistant and one full-time Secretary. The Human Resources, Communications and Vocational Rehabilitation Divisions contributed staff throughout the year as direct support for various projects.

The Human Rights and Equal Opportunity Co-ordinator attended bi-weekly Employment and Staff Development Branch meetings to keep members of the Division up-to-date on women's program activities.

The Human Rights and Equal Opportunity Co-ordinator and the Program Assistant were associate members of the Affirmative Action Council and participated on Task Forces, specifically, the Impact of New Technology Task Force and the Public Relations Task Force.

Allocation of Resources: Direct: $61,300 Indirect: $33,200*

(* from the Executive Director's Budget in Human Resources Division)

Management Participation and Accountability

Executive Directors and Directors assisted in program planning and implementation through suggestions and recommendations to the Human Rights and Equal Opportunity Co-ordinator.

The Human Rights and Equal Opportunity Co-ordinator presented "Human Rights in Employment" workshops to managers representing all Divisions of the W.C.B.

The Human Rights and Equal Opportunity Co-ordinator was an active member on the Occupational Health and Safety Committee. This involved monthly meetings with Union Representatives regarding W.C.B. employees' health and safety.

The Human Rights and Equal Opportunity Co-ordinator was an active member of the Personnel Policy Committee. The Committee, active in the development of new policies as well as in the process of updating and revising existing policies, convened as required.

The Equal Opportunity Program became the Human Rights and Equal Opportunity Program and over 200 staff members were impacted by related counselling and workshop sessions.

Staff Training and Development Highlights

Of the total women employees, 45.2% (904) participated in staff training and development courses in 1982; this represents an increase of 8.6% over 1981 figures.

Regional Program Delivery

The Human Rights and Equal Opportunity Co-ordinator conducted Personal and Sexual Harassment information sessions in the Hamilton and North Bay Area Offices and the St. Catharines Information Service Office.

Additional Program Activities

The Human Rights and Equal Opportunity Program's scope included other major activities; specifically, Human Rights in Employment and Equal Opportunity for the Handicapped.

Human Rights in Employment was a focal point of the 1982 W.C.B. program, reflecting the significance of the proclamation of the new Human Rights Code.

Specific program activities conducted by the Co-ordinator included presentation of "Human Rights in Employment" workshops to over 120 management employees representing all Divisions of the W.C.B., counselling W.C.B. employees on Human Rights complaints, and publishing and distributing two newsletters focusing on sexual harassment in the workplace and cross-cultural communications.

The Co-ordinator assisted in the revision of the W.C.B.'s Application for Employment Form, ensuring compliance with the new Human Rights Code. This was in co-operation with the Ontario Human Rights Commission.

In 1982, an activity of the Equal Opportunity for Handicapped Program included the rehabilitation of injured and disabled Board employees. This involved counselling sessions, temporary job placements and arranging flexible work-hours to accommodate medical treatments.

Specific program activities conducted by the Co-ordinator included:

- monitoring the W.C.B.'s employment of rehabilitated injured workers.
- counselling handicapped employees, involving such issues as coping with the work environment, human rights for the disabled and on-the-job harassment due to their disability.
- providing consultation for the purchasing and rental of technical aids for a disabled employee in the London Regional Office, to enable the employee to continue working.

APPENDIX

AFFIRMATIVE ACTION PROGRAM DIRECTIVE

➤ GENERAL POLICY

Policy Intent:

Equal opportunity for women Crown employees is the policy of the Ontario Government. In order to accelerate the rate of improvement in women's occupational status, the Ontario Government has also approved a policy of Affirmative Action for Women Crown Employees. Ministries are therefore directed to continue their Affirmative Action programs.

Authority References:

Management Board Minutes of February 12 and March 4, 1980.

Cabinet Minutes of February 20 and March 12, 1980.

Definitions:

"Equal Opportunity"

Equal Opportunity is the policy of the Ontario Government. It involves equality of access to all positions, and to training, promotional, and developmental opportunities regardless of race, creed, colour, age, sex, marital status, nationality, ancestry, or place of origin.

"Affirmative Action"

Affirmative Action is a results-oriented approach to increase the utilization of women in the work force. It involves:

- policy review and modification to eliminate systemic barriers to women's advancement; and
- planned, measurable results for achieving improvements in women's participation in staff development and in their occupational distribution.

"Systemic Barriers"

Systemic Barriers refer to policies and practices which in themselves, or through inappropriate application, disadvantage certain groups in the work force.

"Numerical Planning Targets"

Numerical Planning Targets refer to minimum targets for improving women's representation in under-represented categories, modules and levels which are planned by the ministry and approved by Management Board.

► GENERAL POLICY (continued)

Definitions: (continued)

"Accelerated Career Development"	Accelerated Career Development refers to direct career development activities aimed at increasing the pool of qualified women within the Ontario Public Service by such means as: · on-the-job training, job rotations and secondments; or · full sponsorship of special staff development programs.
"Under-represented Category, Module or Level"	Refers to any category, module, or level where women make up less than 30% of the population.

Applicability: This policy applies to all ministries and to agencies, boards and commissions subject to Management Board policies, unless otherwise directed by Management Board.

Corporate Goal: The corporate and long-term goal of the Affirmative Action Program is to achieve equal opportunity for women Crown employees.

The achievement level of this goal is that representation by women, in all modules and categories, reach a minimum of 30% by the year 2000.

Corporate Objective: The long-term objective of the Affirmative Action Program is to raise the level and diversify the occupational distribution of women Crown employees as tangible evidence of their obtaining equal opportunity.

The planned achievement level of this objective will be determined by Management Board and communicated to all deputy ministers.

Ministry Objective: The long-term ministry objective for the Affirmative Action Program is to raise the level and diversify the occupational distribution of women according to numerical planning targets developed by the ministry and approved by Management Board.

► GENERAL POLICY (continued)

Affirmative Action Incentive Fund:

A centrally monitored Affirmative Action Incentive Fund has been established by Management Board and is available to ministries:

- to encourage achievement of the program objective; and
- to assist managers in providing accelerated career development for women.

Criteria for accessing the fund and administrative procedures are available from the Women Crown Employees Office, Ministry of Labour.

Resource Allocation:

Resources allocated by ministries to the Affirmative Action Program should:

a) be clearly identified; and
b) relate to:
  - the size of the ministry;
  - the proportion of women in the ministry;
  - regional organization;
  - ministry characteristics; and
  - results achieved.

► MINISTRY IMPLEMENTATION REQUIREMENTS

Basic Essentials:

The following basic essentials are required of all ministries:

- an Affirmative Action Program Manager, appointed by the ministry;
- a comprehensive data base;
- systems to ensure management accountability, which shall include tying affirmative action results to the ministry's performance appraisal system;
- review and monitoring of both personnel and management policies and procedures;
- regional delivery.

Ministry Priorities:

In order to increase the pool of women qualified to compete for positions in the Ontario public service, all ministries must undertake accelerated career development in the form of:

- on-the-job training, job rotation and secondments; or
- full sponsorship of special staff development programs.

Choice of Priorities:

Ministries must choose a minimum of 2 priorities from the following:

a) Priorities to raise the level of the occupational distribution of women, i.e. initiatives to get more women into:
   1. executive positions (Program Executive Plan and Senior Compensation Plan);
   2. middle management (any under-represented modules);
   3. entry level management positions.

b) Priorities to diversify the occupational distribution of women, i.e. initiatives to get more women into:
   1. skilled and semi-skilled trades and services;
   2. technical specialist positions;
   3. professional specialties.

Criteria for Choosing Priorities:

Ministries must ensure that the priorities they choose:

- relate to ministry problems (see "Criteria for Identifying Problems" in this Section);
- are realistic in quality and quantity;
- progress from the current stage of the ministry's Affirmative Action development and the results achieved to date;

► MINISTRY IMPLEMENTATION REQUIREMENTS (continued)

Criteria for Choosing Priorities: (continued)

- take advantage of special conditions and opportunities for raising and/or diversifying the occupational status of women. (For example, expected high turnover in any level of any under-represented category or module which would provide great potential for increasing the number of women.)

Criteria for Identifying Problems:

A problem exists where:

- little or no increase in women's representation over the last three years in any under-represented category/module/classification level has taken place;
- no women or very few women are in a level of a category/module/classification level;
- no or very few immediate potential female candidates exist for any level in an under-represented category or module;
- women have not been hired in proportion to their availability over the last three years in a level of a category or module. (Availability here refers to internal availability, which is women at the level directly below the vacancy, and external availability, which includes the numbers of women available from the private sector and in proportion to their graduate ratios. Data on availabilities are provided by the Women Crown Employees Office.)

Reporting Systems and Procedures:

Management by Results Reports (MBRs):

- should be submitted to the Women Crown Employees Office on December 1st of each year for analysis; and
- will be formally reviewed and approved by Management Board at the ministry's estimates review and approval process.

A brief semi-annual status report:

- should be submitted to the Women Crown Employees Office on September 30th of each year:
- will form the Affirmative Action Section of the General Management Report to Cabinet; and
- will be reviewed by the Civil Service Commission and Management Board prior to Cabinet.

Year-end reports on results achieved should be submitted to the Women Crown Employees Office on April 30th of each year for compilation of the Annual Report on the Status of Women Crown Employees.

► MINISTRY IMPLEMENTATION REQUIREMENTS (continued)

Corporate Monitoring and Evaluation:

The corporate monitoring and evaluation process includes:

- the Annual Report on the Status of Women Crown Employees which is tabled in the Legislature;
- the Affirmative Action Program Section of the Management Board's General Management Report; and
- year-end and periodic status reports prepared by the Women Crown Employees Office for Management Board.

Ministry Evaluation and Modification:

Ministries are required to maintain their own systems of internal evaluation and modification. For assistance, see the WCEO Technical Assistance Paper "Ministry Internal Evaluation".